



CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE

Faculty Policy and Procedures Handbook

TABLE OF CONTENTS

1.0 THE COLLEGE

| | | |
|-----|----------------------------------|---|
| 1.1 | History | 1 |
| 1.2 | Mission Statement | 1 |
| 1.3 | Faculty Role in Governance | 1 |

2.0 ORGANIZATION

| | | |
|-----|--|---|
| 2.1 | Organizational Structure | 2 |
| 2.2 | The President's Cabinet | 2 |
| 2.3 | Institutional Effectiveness | 2 |
| 2.4 | Chair Council..... | 3 |
| 2.5 | Division Chair/Program Directors | 3 |
| 2.6 | Lead Faculty..... | 4 |
| 2.7 | Organization | 4 |
| 2.8 | Supervision of Faculty..... | 4 |

3.0 FACULTY

| | | |
|----------|---|----|
| 3.1 | Faculty Qualifications..... | 6 |
| 3.2 | Faculty Job Description | 6 |
| 3.3 | Faculty Duties and Responsibilities..... | 6 |
| 3.3.1. | Instructional Calendar..... | 6 |
| 3.3.2. | Duty Days and Hours..... | 6 |
| 3.3.3. | Full-time Instructional Workload | 7 |
| 3.3.3.1. | Equivalency Assignments | 7 |
| 3.3.3.2. | Summer Term Teaching | 7 |
| 3.3.3.3. | Institutional Rotation Policy..... | 9 |
| 3.3.3.4. | Teaching Overloads..... | 10 |
| 3.3.4. | Course Outlines, Syllabi, and Examinations..... | 10 |
| 3.3.5. | Instructor's Daily Schedule..... | 11 |
| 3.3.6. | Instructor Class Attendance/Absence | 11 |
| 3.3.6.1. | Substitutes..... | 11 |
| 3.3.6.2 | Leaving Class Unattended..... | 12 |
| 3.3.6.3 | Dismissal of Class..... | 12 |
| 3.4 | Faculty Personnel Policies | 12 |
| 3.4.1. | Academic Freedom | 12 |
| 3.4.1.1. | Legal Restrictions | 12 |
| 3.4.2. | Professional Development..... | 12 |
| 3.4.2.1. | During Academic Year..... | 13 |
| 3.4.2.2. | Out-of-State Education Assistance | 13 |
| 3.4.2.3. | Professional Development Plan..... | 13 |
| 3.4.3. | Faculty-Created Instructional Materials-Copyrights, Patents, and Royalties | 13 |

| | | |
|--------|--------------------------|----|
| 3.4.4. | Outside Teaching | 14 |
| 3.5 | Faculty Evaluation | 15 |

4.0 EDUCATIONAL PROGRAMS

| | | |
|----------|---|----|
| 4.1 | Attendance | 16 |
| 4.2 | Registration Procedures | 16 |
| 4.2.1. | Faculty Involvement | 16 |
| 4.3 | Curriculum Development, Review and Approval..... | 17 |
| 4.3.1. | Courses..... | 17 |
| 4.3.2. | Curricula..... | 17 |
| 4.3.3. | Curriculum/Program Review | 19 |
| 4.4 | Instruction..... | 19 |
| 4.4.1 | Class Rosters | 19 |
| 4.4.2. | Grade Rosters | 19 |
| 4.4.3. | Assignment of Grades | 20 |
| 4.4.4. | Withdrawals..... | 20 |
| 4.4.4.1. | Withdrawal From a Course | 21 |
| 4.4.4.2. | Withdrawal From the College | 21 |
| 4.4.5. | Satisfactory and Unsatisfactory Grades..... | 21 |
| 4.4.6. | Course Audit and Audit Grades..... | 21 |
| 4.4.7. | Grade of Incomplete | 21 |
| 4.4.8. | Academic Standards of Progress for Nursing Students | 22 |
| 4.4.9. | Technology Policy..... | 23 |
| 4.4.10. | Course Schedule Preparation..... | 24 |
| 4.4.11. | Transfer to Another Section..... | 24 |
| 4.4.12. | Make-Up Work..... | 25 |
| 4.4.13. | Student Evaluations | 25 |
| 4.4.14. | Final Examinations | 25 |
| 4.4.15. | Final Grades..... | 25 |
| 4.4.16. | Tape Recording of Classroom Activities | 25 |

5.0 INSTRUCTIONAL SERVICES

| | | |
|----------|---|----|
| 5.1 | Information Technology Resources Allocation | 26 |
| 5.2 | Computer Resources | 26 |
| 5.3 | Email/Internet Acceptable Use..... | 27 |
| 5.3.1. | E-mail Policy and Guidelines | 27 |
| 5.3.2. | Internet Use Policy..... | 27 |
| 5.3.2.1. | Responsibilities of Users | 28 |
| 5.3.2.2. | Sanctions | 29 |
| 5.3.2.3. | Limitations of Liability | 29 |
| 5.4 | Maintenance of Electronic Records | 30 |
| 5.5 | Campus Copying..... | 30 |
| 5.6 | Instructional Materials..... | 30 |
| 5.6.1. | Textbooks..... | 31 |
| 5.6.1.1. | Textbook Change Procedure | 31 |
| 5.7 | Instructional Equipment..... | 31 |

6.0 STUDENT CONDUCT

| | | |
|-----|-------------------------|----|
| 6.1 | Misconduct Defined..... | 32 |
|-----|-------------------------|----|

7.0 PHYSICAL FACILITIES

| | | |
|--------|--------------------------------|----|
| 7.1 | Classrooms..... | 34 |
| 7.1.1. | Classroom Cleanliness..... | 34 |
| 7.1.2. | Custodial Services..... | 34 |
| 7.1.3. | Change of Classroom..... | 34 |
| 7.1.4. | Lab, Tools, and Equipment..... | 34 |
| 7.2 | Tobacco Products..... | 34 |
| 7.3 | Food and Drink..... | 34 |
| 7.4 | Requests for Maintenance..... | 34 |

8.0 PERSONNEL GUIDELINES AND PROCEDURES

| | | |
|------------|--------------------------------------|----|
| 8.1 | Employment..... | 35 |
| 8.1.1. | Appointment and Assignment..... | 35 |
| 8.1.1.1. | Faculty..... | 35 |
| 8.1.1.1.1. | Employment of Part-Time Faculty..... | 37 |
| 8.1.2. | Employment Status..... | 38 |
| 8.1.2.1. | Non-Tenure Status..... | 38 |
| 8.1.2.2. | Tenure Status..... | 38 |
| 8.1.2.3. | Part-Time Employment..... | 38 |
| 8.1.2.4. | Temporary Full-Time Employment..... | 38 |
| 8.1.3. | Employment Agreements..... | 39 |
| 8.1.3.1. | Letters of Appointment..... | 39 |
| 8.1.3.2. | Work Schedules..... | 39 |
| 8.1.3.3. | Clinical Contracts..... | 39 |
| 8.1.4 | Salaries..... | 39 |
| 8.1.5 | Payroll Policies..... | 40 |
| 8.1.6 | Holidays..... | 40 |

9.0 ADMINISTRATIVE SERVICES

| | | |
|---------|--|----|
| 9.1 | Financial and Administrative Procedures and Services | |
| 9.1.1 | Budget Preparation..... | 41 |
| 9.1.2. | Campus Purchasing Procedures..... | 41 |
| 9.1.3. | Travel..... | 42 |
| 9.1.3.1 | In-State Travel Requests..... | 42 |
| 9.1.3.2 | Out-of-State Travel Requests..... | 43 |
| 9.1.3.3 | Travel Between Work Sites-Definition of Base..... | 45 |
| 9.1.3.4 | Reimbursement for Approved Travel..... | 46 |

| | |
|--|----|
| Addendum – Alcohol and Drug Abuse Prevention Policy..... | 47 |
|--|----|

1.0 THE COLLEGE

1.1 HISTORY

Chattahoochee Valley Community College was established in 1973 by an act of the Alabama State Legislature. Located in Phenix City, Alabama, the College was created to serve the citizens of Russell County and parts of Bullock, Lee, Macon, and Barbour Counties. It serves as well the citizens of the Phenix City, Alabama, and the Fort Benning-Columbus, Georgia, metropolitan area. Because this service area contains both rural and urban areas, the educational needs of the citizens are varied. Chattahoochee Valley Community College attempts to offer classes and student services in such a manner as to meet those needs.

The College opened in temporary quarters in January, 1974, with an enrollment of 289 students. In 1976, the College moved to its present permanent location. Each Fall, the College enrolls approximately 2,000 students. The 103 acre site on which the College is located includes ten permanent buildings: an administration/classroom building, a general purpose classroom building, a learning resources center, a fine arts building, a health and physical education building, a student services center, a security building, an industrial training center, a greenhouse, and an instructional and performing arts center.

1.2 MISSION STATEMENT

Chattahoochee Valley Community College, a member of the Alabama Community College System, is a public, comprehensive, community college serving a diverse population through traditional classroom and distance-learning formats. The College is dedicated to providing accessible and affordable education of excellent quality preparing students for transfer to senior colleges and universities, employment, or career advancement through associate degrees and certificate programs. Development courses are offered to assist students in improving learning skills and overcoming educational deficiencies. Student success is fostered by providing a student-centered environment and support services that respect uniqueness and value diversity. The College supports partnerships advancing community, workforce development, and life-long learning.

1.3 FACULTY ROLE IN GOVERNANCE

Faculty have the responsibility and authority to positively impact decisions made at the College through their active involvement in the governance of the institution. Opportunities for involvement abound but are most visible in their service on committees providing input, guidance and policy recommendations. Examples include the Academic and Instructional Council where specific institutional academic policies are addressed and improvements recommended; the Curriculum Committee where specific academic program policies are addressed and improvements recommended; and the Strategic Funding Committee where budgets are reviewed and College spending priorities are recommended. Other examples include Academic Awards Committee, Admissions Appeals Committee, All-Alabama Academic Team Selection Committee, Academic Calendar Committee, Distance Education Committee, Institutional Effectiveness Committee, Learning Community Committee, Library Advisory Committee, Student Discipline Committee, and Technology Committee. In addition, faculty can make policy change suggestions directly to the President's Cabinet using the Policy Change Suggestion Form available on the College's intranet.

2.0 ORGANIZATION

2.1 ORGANIZATIONAL STRUCTURE ([Exhibit 2-1](#))

The operation of Chattahoochee Valley Community College is the responsibility of the Alabama State Board of Education whose powers and duties are enumerated in legislation passed by the Alabama State Legislature.

The Chancellor and the Department of Postsecondary Education are responsible for the application of State Board policies to all institutions in the Alabama College System. The College adheres to policies enumerated in the State Policy Manual and those specifically designed for the operation of Chattahoochee Valley Community College published in this policy manual.

The President of the College is the Chief Executive Officer (CEO) of the College and is responsible for the administration of the College to the State Board of Education through the Chancellor of Postsecondary Education. It is the responsibility of the President to assure continuity and consistency of institutional policies and practices with the policies of the Alabama State Board of Education.

In addition to the President of the College, other administrative officers are responsible for the several operational units of the College, including Instructional Services, Workforce Development, Student Services, and Administrative Services.

The Vice-President/Dean of the College serves as the Chief Academic Officer (CAO) and oversees instructional, student services and workforce development. The Associate Dean of Workforce and Technical Education provides oversight for workforce development, adult education, non-credit services, and technical education. The Business Manager is the College's Chief Fiscal Officer (CFO). The Dean of Student Services is the College's Chief Student Affairs Officer (CSAO). The Director of Institutional Effectiveness provides institutional research and planning. These administrators act on behalf of the President in their respective areas of responsibility and in his/her absence.

2.2 THE PRESIDENT'S CABINET

The President's Cabinet is composed of the President, the Vice-President/Dean of the College, the Chief Financial Officer, Dean of Student Services, the Faculty Liaison/Administrator for Special Projects and the Director of Institutional Effectiveness. The Cabinet, which meets weekly, assists the President in the day to day operation of the College, in the strategic planning, in setting institutional goals of the College, and in developing the annual budget of the College.

2.3 INSTITUTIONAL EFFECTIVENESS

The function of planning and institutional research is performed by the Director of Institutional Effectiveness. S(he) reports to the President and conducts routine research for the College and at the request of various entities of the institution for the purpose of the ongoing evaluation of programs, institutional effectiveness, institutional quality, policy/procedure effectiveness, and to fulfill other purposes that arise. The Director of Institutional Effectiveness shares all surveys and data collected with the concerned institutional unit and with the President. Request for data from

external sources concerning the institution, are reviewed with the President who authorizes release of such data and/or information. Most other institutional data are generally publicly available and are in the College's Factbook.

2.4 CHAIR COUNCIL

The Chair Council serves as an advisory group to the Chief Academic Officer. The Chair Council submits recommendations on policy affecting academic services and/or faculty to the Chief Academic Officer. The Council consists of the Vice President/Dean of the College (Chief Academic Officer), the Division Chair, Program Directors, and the Associate Dean for Workforce and Technical Education. It also serves as a communication link for faculty through the Chairs/Program Directors to the Cabinet.

2.5 DIVISION CHAIR/PROGRAM DIRECTORS

Division Chairs and Program Directors supervise faculty and non-instructional departmental support staff and the instructional program in their respective academic departments of the College. They report directly to the Chief Academic Officer and/or the Associate Dean for Workforce and Technical Education and are responsible for the daily operation of the divisions and for setting goals for the academic departments. They serve as members of the Chair Council and are evaluated annually by their direct supervisors.

Faculty members receive assignments as Division Chair or Program Directors annually by the President of the College after consultation with and recommendation by the Chief Academic Officer. They are classified as faculty and teach. They are paid on the D salary schedule. In their dual role as instructional supervisors and faculty members, they receive a monthly salary supplement as compensation as Division Chair for the added responsibility; provided that there are three members of the department, including themselves. If not, a Program Director is identified. Upon recommendation by the CAO and approval by the President, Division Chair or Program Director may receive a teaching release for the equivalency of one class. In the event that a Division Chair/Program Director receives a one class equivalency, s(he) maintains scheduled office hours, a 12 hours teaching load, scheduled on-campus time to be devoted to committee meetings, accreditation research, and other duties expected of all faculty members. The Chair/Director schedules 3 hours per week on campus to discharge duties as a division leader. Under unusual circumstances, such as any period during which the institution is under an austerity plan, Division Chairs and Program Directors may teach a standard institutional load of 15-16 hours per week.

Time served as Division Chair or Program Director while the individual is being paid on the faculty salary schedule is applied toward the attainment of non-- probationary status. However, continuing service status (tenure) is not obtainable as a Division Chair or a Program Director.

Division Chairs and Program Directors have the same off-duty days and other benefits as faculty, and, although they are not entitled to annual leave, they may be approved for adjusted schedule time as compensation for extraordinary work hours required in the performance of their duties, upon the recommendation of the CAO and approval by the President, for occasional work performed beyond the normal expectancy of their employment and instructional leadership assignment.

If a faculty member who has been assigned Division Chair or Program Director duties declines further assignment or if the CAO does not recommend a further assignment, other faculty in the department may request to be considered for that assignment. Assignments are made by the President upon the recommendation of the CAO.

2.6 LEAD FACULTY

Lead Faculty provide oversight for their respective teaching areas to develop, organize, coordinate, promote, and supervise a particular academic area for consistent integration into an overall academic program, career program or instructional service area. Responsibilities include recommending ongoing needs, to their Division Chair or Program Director, for curricular, budgetary, staffing, equipment, supply, professional development, and evaluation to support the program.

Remuneration may include released time (equivalency assignment) if appropriate to accommodate extraordinary working assignments beyond the normal expectancy of employment as recommended by the CAO and approved by the President.

2.7. ORGANIZATION

The instructional faculty of CVCC is organized into divisions, each with a Division Chair or Division Program Director, who is responsible in turn to the Chief Academic Officer and/or Associate Dean for Workforce and Technical Education. Members of the faculty are responsible, individually and collectively, to their respective Division Chair or Division Program Director.

2.8. SUPERVISION OF FACULTY

CVCC faculty members will report directly to the Division Chair or Program Director. Listed below are the divisions at the College and the discipline areas which fall under each. Names of the Chairs/Program Directors, their office locations and their telephone numbers are listed.

Faculty should first address any concerns or questions to the appropriate Division Chairs or Program Directors. Should faculty desire additional information or an additional avenue for discussing concerns or seeking information, they should next see the Dean of the College/CAO.

| | | | |
|-------------------------------|-------------|-------------------|--------------|
| Division of Humanities | Andy Scales | IPAC-116 | 334-291-4960 |
| Developmental Courses | | Speech | |
| Drama | | Theatre Arts | |
| English | | Anthropology | |
| Foreign Language | | Geography | |
| Literature | | History | |
| Music | | Philosophy | |
| Orientation | | Political Science | |
| Reading | | Psychology | |
| Spanish | | Sociology | |

Division of Health Sciences
Associate Degree Nursing (ADN)
Child Care and Development
First Aid
Health Education

Resa Lord

IPAC-312 334-214-4818
Licensed Practical Nursing (LPN)
Physical Education
Medical Assisting

Division of Mathematics and Science
Mathematics
Biology
Chemistry

Earl Cook

Brassell Hall-204 334-291-4966
Physical Science
Physics

Division of Business & Information Technology
Accounting
Art
Banking and Finance
Business
Business & Office Technology

Debra Plotts IPAC-4866 334-218-4866
Computer Information Systems
Economics
Management and Supervision
Visual Communications

Workforce and Technical Programs

Public Safety

Program Director - Vacant

Key Hall-101

334-291-4963

Criminal Justice
Emergency Medical Technology
Fire Science
Homeland Security

Applied Technology

Program Director, Clint Langley Owen Hall

334-214-4853

Heat, Ventilation, and AC
Automotive Technology
Sustainable Construction
Industrial Maintenance

3.0 FACULTY

3.1. FACULTY QUALIFICATIONS

All faculty positions (instructors, counselors/advisors, and librarians) at CVCC are filled in accordance with current State Board of Education policies on faculty credentials; provided, however, that all persons who were full-time faculty at CVCC as of September 1989 and who have continued at CVCC as full-time faculty members had their credentials "grandfathered" at their then-current rank and level placements. For salary purposes, Ranks I/B, I/A, II, III, and IV shall be equivalent to Levels O, I, II, III, and IV respectively. Faculty credentials confirmed effective March 24, 2005 by the State Board of Education are organized according to teaching areas and groups as shown in [Exhibit 3-1](#). Each designated group has various "levels" of credentials. Details as to the requirements of each credential group and level are contained in Exhibit 3-1.

3.2. FACULTY JOB DESCRIPTION

The job description ([Exhibit 3-2](#)) for faculty includes major areas of commitment. Evaluation of an instructor is based on observed accomplishment of the specific responsibilities listed in each area and thus is a valid indication of job performance. A complete faculty job description and the appraisal instrument upon which evaluation is based are available from the Human Resource's office or in the individual full-time instructor's personnel file.

3.3. FACULTY DUTIES AND RESPONSIBILITIES

3.3.1. Instructional Calendar.

CVCC develops a yearly calendar to meet requirements of the State Board of Education. The calendar, after approval by the Chancellor of Postsecondary Education, is included in the Catalog and Student Handbook. State policy provides that the nine-month (Fall and Spring Semesters) instructional calendar shall include a minimum of 175 days with at least 78 instructional days in each semester. The remaining days shall be used for registration, final examinations, on-campus professional development, faculty workdays and annual conferences. The Summer Term shall include a minimum of 54 days with a minimum of 50 instructional days.

3.3.2. Duty Days and Hours.

Full-time instructors, librarians, and counselors/advisors employed on a nine-month contract (Fall and Spring) shall work a minimum of 175 days. Full-time instructors, librarians, and counselors/advisors employed on a twelve-month contract shall work a minimum of 229 days. Those employed full-time for the summer shall work a minimum of 54 days.

The State Board of Education requires faculty members to spend a minimum of 35 hours per week on duty, exclusive of lunch periods and any other regularly scheduled breaks. This does not mean that every faculty member is required to be on duty seven hours each day, but it is intended that faculty have a regular schedule of instruction, student advising, and preparation that totals at least 35 hours per work week on campus. Faculty schedules, including office hours, must be approved by the Chief Academic Officer at the beginning of each semester. Office hour schedules shall be posted on the outside of each faculty member's office door during each semester.

Instructors who are late for work or absent from duty must take appropriate leave and are responsible for notifying the Division Chair or Program Director in order for substitutes and assignments to be arranged for missed classes.

3.3.3. Full-time Instructional Workload

State Board Policy states that a full-time instructor load shall be a minimum of 15 credit hours and a maximum of 16 credit hours, or the equivalent, as determined by the President, within a normal work week consisting of 35 hours exclusive of lunch and regularly scheduled breaks. Therefore, the standard or normal teaching load for full-time instructors at CVCC shall be 15-16 credit hours or the equivalent thereof as determined by the President for a Fall or Spring Semester (12-13 hours, or the equivalent, per summer term) and not less than 12 office hours or equivalent, 2 hours in the tutorial lab or advising center, and 6 other on-campus hours (8 on campus hours if no tutorial lab or advising center exist). If an instructor teaches 16 hours, one on-campus hour may be deducted; however, the total number of duty hours must remain at no less than thirty-five. No faculty member shall have a contact hour assignment that exceeds 30 hours per week. If a full-time instructor teaches an overload, he/she must show a total of at least 35 normal hours plus the number of overload credit hours on their schedule. It is expected that full-time faculty members will typically be on campus five days a week in order to meet the needs of students. Classes may be assigned during any of the times that the College is in session, whether day, evening, or weekend; however, Division Chairs and/or Program Directors will attempt to provide each instructor as compact a teaching day as is reasonable.

In designating teaching loads, the number of preparations and the number of students should be considered as well as hours taught. No distinction will be made between day, extended day, evening programs, or the course delivery mode. Instructors are employed to provide education to students at such time of day or evening, and at such location(s), as the College shall deem appropriate.

Care must be taken to prevent faculty from assuming or being assigned internal or external responsibilities that may encroach upon the quality or quantity of work to be performed by the faculty member. Faculty workload is monitored each term by the Division Chair, Program Director and Chief Academic Officer through submission of the Instructor's Daily Schedule.

3.3.3.1. Equivalency Assignments.

The President, at his/her discretion, may approve instruction-related equivalency assignments based upon the nature of the assignments, the amount of time required in the performance of the assignment, and service to the institution. Equivalency assignments may be made for special duty assignments that require extraordinary working hours and/or excessive amounts of duty time beyond what is normally expected and for which compensatory time is not permitted or recommended.

3.3.3.2. Summer Term Teaching.

Employment during Summer Term is determined by the number of students enrolled for Summer Term, the variety of courses needed by the students, the number of instructors needed to provide for the instruction required, and the availability of adequate funding, as determined by the President after consultation with the CAO. Contracts for Summer Term are issued after registration for Summer Term. Instructors are employed for a minimum of 54 workdays during the summer, including at least 50 days of instruction.

Division Chair and Program Directors shall have first option for summer employment. Other employment for full-time instructors during Summer Term is based upon the institutional rotation policy, the available courses to be taught for which the respective instructor is employed to teach, and the available course offerings that the instructor is qualified to teach. Courses requiring specific expertise and instructor qualifications, i.e., psychiatric nursing, will always be reserved for instructors with the needed expertise and qualifications as determined by the Division Chair/Program Director and the CAO. Instructors who hold full time, nine-month contracts shall have first option, after Division Chairs/Program Directors, for employment in the Summer Term, provided there is sufficient student enrollment, there is sufficient funding for the course, the instructor is contracted during the academic year and qualified to teach the course offering scheduled, and the instructor is in line to be hired by the Institutional Rotation Policy shown below.

If there is insufficient student enrollment to offer a full-time, nine-month instructor a full-time contract for the Summer Term based upon the standard institutional load for the College, instructors who are next in line to teach the respective available courses, according to the Institutional Rotation Policy, shall be given first option to teach a reduced load on a pro rata payment basis.

A full-time load at the College for a Fall or Spring Semester has been determined to be a minimum of 15 credit hours and a maximum of 16 credit hours, or the equivalent, (whereas a full-time load at the College for a Summer term has been determined to be a minimum of 12 credit hours and a maximum of 13 credit hours or the equivalent), as determined by the President, with a normal work week consisting of 35 hours minimum, exclusive of lunch and other regularly scheduled breaks. Therefore, for a Fall or Spring Semester, a reduced load is defined as being a teaching load of less than 15 credit hours (and a reduced load for a Summer term is defined as being a teaching load of less than 12 credit hours) with the total hours included in the work week reduced in proportion to the rate of compensation and including other responsibilities commensurate with full-time instruction. There is a clear distinction between full-time instructors who teach a reduced load and part-time instructors who teach three or fewer courses, who have no other equivalent responsibilities to the College, and who are required to work less than 20 hours per week.

Full-time librarians and counselors/advisors (or other non-instructional employees on the D Salary Schedule) shall have options for summer employment consistent with full-time instructors, provided there is sufficient enrollment to warrant full-time or reduced employment, and provided that sufficient funding is available, as determined by the President. Full-time librarians and counselors/advisors (or other non-instructional employees on the D Salary Schedule) have a normal workweek consisting of 40 hours minimum, exclusive of lunch and other regularly scheduled breaks.

Compensation for Summer Term employment shall be a pro-rata amount based upon the number of credit hours taught during the term. The instructor may choose from two options: (1) the instructor may teach the course(s) assigned and the same office and on-campus hours as a part-time instructor and, thus, be compensated at the prevailing part-time rate at the College, or (2) the instructor may teach the course(s) assigned and observe the office and on-campus hours of a full-time faculty member and be compensated at the rate consistent with the amount designated on Salary Schedule D for the faculty member's appropriate rank and step. If the faculty member teaches fewer than 12 credit hours, he/she shall schedule a proportionate number of office and on-campus hours and is paid a pro-rata amount of the amount designated on Salary Schedule D. Full-time instructors only have first option to teach those courses for which they received employment

contracts to teach and were compensated for during the academic year. For example, whereas a full-time Summer Term instructor would be required to have a schedule of at least 35 hours, including teaching, office hours, and other on-campus duties, an instructor teaching six credit hours for the Summer Term would be required to have a total weekly work schedule of 17 ½ hours and would be compensated at 50% of the instructor's normal rate of compensation.

The monetary compensation for a full-time instructor who teaches a reduced load of less than 12 credit hours shall be a pro-rata share of the established salary schedule based upon the instructor's rank and level. The pro-rata share will be calculated by dividing the number of credit hours taught for the semester by the standard instructional load for the College as established by the President. Approved Chair stipends/releases are only extended for terms during which Division Chairs/Program Directors work full-time. Additionally, the requirements for the stipend stated in the state salary schedule guidelines must be fulfilled.

This Summer Employment Policy is subject to review and revision (with or without advance written notice) on a periodic basis.

3.3.3.3. Institutional Rotation Policy.

Each Division Chair shall develop a rotational system in each discipline in each division. The rotational system shall fully delineate the priorities and order of commitments of full-time instructors based upon the seniority principle, the rotation principle, or a combination thereof. The division rotation plan shall be placed on file in the CAO's office for future reference.

Full-time faculty members shall be issued either a semester or nine-month Letter of Appointment, and Division Chairs/Program Directors shall be placed on nine-month contracts and shall have first priority for summer employment if sufficient course work is available in the area(s) in which they possess the necessary credentials and appropriate experience, regardless of where they may be in the rotational system.

All full-time faculty members employed at the College shall be placed on a seniority-based rotational system within subject matter areas of each division or other area of certification. The following guidelines are utilized in placing faculty members in the rotational system within divisions: date of initial full-time employment at the College and date of application for full-time employment. The date of application for full-time employment will be used in the event of more than one faculty member sharing the same date of initial full-time employment.

Newly appointed, full-time faculty members will be placed on the rotational system at the bottom of the list the first summer and subsequent summers through the completion of the respective faculty member's third year of continuous full-time employment. Division Chairs/Program Directors shall maintain a place within the rotational system, even though they retain the right of first assignment. The purpose of Division Chairs/Program Directors remaining in the rotation is in case a Division Chair/Program Director resigns the assignment or is replaced, he/she will receive Summer Term assignments according to his/her position in the rotational system.

The option to teach a full load, or the accumulated equivalent thereof, will be the determinant in the rotational system. If full-time employment is available and the faculty member opts not to take full-time employment, he/she will nevertheless rotate in the rotational system. An instructor at the top of the list, who accumulates the equivalent of a full-time teaching load over two or more years, will

be rotated after the summer in which the equivalent full-time load is offered. Any faculty member may opt to pass the opportunity to teach less than a full load without penalty, unless the hours offered plus the hours previously taught will total to the full-time equivalent. Should this situation occur, the faculty member will rotate regardless of whether he/she opts to teach.

Only those hours taught by a faculty member when he/she is at the top of the rotation list will be counted toward rotation. If a faculty member at the top of the rotation list accumulates hours in excess of 13, the excess hours will be carried over and will count toward rotation only when the faculty member is again at the top of the rotation list.

A member of the faculty who has the option for full-time teaching may choose to exchange his/her option to teach with another faculty member. The provisions for its exchange may be recorded on a Memorandum of Understanding signed by both faculty members and the respective Chair/Program Director and approved by the CAO and the President. An exchange of this nature must not adversely affect any other faculty member's option to teach on the rotational list.

Should a faculty member be prevented from teaching during the Summer Term by an emergency (e.g., personal health reasons), as determined by the CAO and the President, then that faculty member will not lose his/her position on the rotation list.

Full-time instructors only have the option to teach Summer Term courses for which they were employed and qualified and for which they were compensated during the Fall and/or Spring Semester(s) of the same academic year.

3.3.3.4. Teaching Overloads.

A full-time instructor may be employed to teach a minimum of one three or four-credit-hour course per term for pay only if requested by the faculty member and approved by the President or the President's designee. The overload course must be taught outside the instructor's normal 35-hour workweek, and the pay must be at the prevailing part-time compensation rate for the College.

Overloads with pay will be approved only for instructors who teach at least the minimum full-time load (or equivalent as determined by the President), including at least 15 credit hours for a Fall or Spring Semester and at least 12 credit hours for a Summer term. The additional compensation will be for the number of credit hours in the overload course approved by the President. (In the case of an overload, the College reserves the right to assign extra duties for the 16th or 13th hour of the normal load respectively for a Fall/Spring Semester or a Summer term or to have one hour of the overload applied to the normal instructional load).

3.3.4. Course Outlines, Syllabi, and Examinations. ([Exhibit 3-3](#))

It is the responsibility of each faculty member to provide his/her students and his/her Division Chair/Program Director with a course outline and/or syllabus for each course assigned to him/her. Those documents are to be structured in a format approved by the CAO and are to be given to students at the first class meeting and to Division Chairs/Program Directors by the end of the first week of classes for each term. Copies of such outlines and syllabi are to be maintained in the office of the Chief Academic Officer (and on the CVCC intranet).

Each course syllabus must include at least the following: course description, textbook requirements, course objectives, course competencies/content objectives, essential functions, academic

misconduct policy, ADA compliance statement, attendance policy, course requirements, grading criteria, grading scale, STARS statement, course number, course name, credit hours, instructor name, and contact information.

3.3.5. Instructor's Daily Schedule.

Each term, all instructors are required to submit an Instructor's Daily Schedule form detailing the respective instructor's teaching schedule, office hours, lunch schedule, on-campus hours, and other assignments. This form is submitted to the Division Chair/Program Director and then the CAO for final approval. The CAO's monitoring and approval ensures that faculty are protected from assuming or being assigned internal or external responsibilities that might encroach upon the quality or quantity of the work they are employed to perform for CVCC ([Exhibits 3-4](#) and [3-5](#)).

3.3.6. Instructor Class Attendance/Absence

It is the responsibility of all faculty to meet their regularly scheduled classes according to published times, days, and assigned room. If a faculty member must be absent or late for class for any reason, he/she must contact the Division Chair/Program Director and office of the CAO (or the official responsible for evening classes) so that appropriate arrangements can be made. In no case shall an absence go unreported.

Since part-time instructors do not receive sick leave or personal leave, all adjunct absences must be documented by an Adjunct Faculty Absence Report ([Exhibit 3-6](#)), which must be submitted by the Division Chair/Program Director to the CAO. If an adjunct instructor accumulates three absences, in a semester, a reduction in compensation for a part-time instructor will be made in an amount equaling the number of hours missed times the hourly rate.

Arrangements for classes when an instructor is absent are the responsibility of the instructor and the Division Chair/Program Director. When a faculty member is absent, associates in the division may be asked to assume those teaching duties. Qualified substitutes will be employed by the College for instructors requiring extended absences. The substitute instructor will be paid consistent with state policy. In the event that an instructor cannot reach the Division Chair/Program Director, he/she is required to contact the CAO or the Evening Program Director. Instructors who are absent from class without permission will be considered neglectful of duty and may, depending on the circumstances, be subject to appropriate disciplinary action, which may include suspension and/or dismissal.

3.3.6.1. Substitutes. ([Exhibit 3-7](#))

When substitute instructors are used at the College, it shall be the responsibility of the President to provide for the payment of these instructors in the institutional budget each year. Substitute instructors shall be paid on a local substitute payment schedule; provided, however, that when full-time CVCC faculty members serve as substitute instructors, they may be compensated by being given adjusted schedules, as approved by the Division Chair/Program Directors and CAO. Such adjusted schedules for full-time faculty may only be taken at such times as to not unduly disrupt or adversely affect the normal operations of CVCC. In no event shall a faculty member be approved to adjust their schedule for time off during a scheduled class, lab, required meeting, or registration. Substitute instructors for courses covered by a licensing board should meet the qualification standards established by the licensing board.

3.3.6.2. Leaving Class Unattended

Faculty members are expected to be present in the class room for the full time that the class has been scheduled. Only in emergencies and extreme unforeseen conditions should the faculty member leave his/her scheduled class unattended.

3.3.6.3 Dismissal of Class

Classes may be dismissed by the instructor only with the permission of the Chief Academic Officer. Faculty members are expected to teach their classes for the full scheduled time.

3.4. FACULTY PERSONNEL POLICIES

3.4.1. Academic Freedom.

The faculty at CVCC shall abide by institutional policies based upon those set forth by the American Association of University Professors regarding academic freedom. The Alabama Community College System as a whole also supports the concept of Academic Freedom ([Exhibit 3-8](#)). These policies are as follows:

1. The instructor is entitled to full freedom in research and in the publication of results, subject to the adequate performance of their other academic duties; but research for pecuniary return which involves the use of College work time or College resources shall be allowed only upon an advanced written agreement between the faculty member and the President of the Institution.
2. The instructor is entitled to reasonable freedom in the classroom discussing the subject of the class but should be careful to avoid emphasis on topics that have no relation to the subject.
3. A college instructor is a citizen, a member of a learned profession and an official of an educational institution. When the instructor writes or speaks exclusively as a citizen, he/she should be free of institutional censorship or discipline, but his/her unique position in the community imposes special obligations. As a person of learning and an educational official, he or she should remember that the public may judge his/her profession and institution by his/her utterances. Hence, at all times instructors must be accurate, exercise appropriate restraints, show respect for the opinions of others and should make every effort to indicate that he/she is not an institutional spokesperson.

3.4.1.1. Legal Restrictions.

Because of the status of CVCC as a state-operated institution, there are limitations on the activities of instructors beyond those normally applicable to instructors in private colleges. Among such additional limitations are those imposed by State ethics laws and State restrictions against the use of College time, facilities, equipment, or other resources for personal, private gain, or for political purposes.

3.4.2. Professional Development.

In order to ensure that the quality and content of instruction reflects the changes in our rapidly evolving environment, and that the quality of services provided to students are better than average,

the College provides for continual faculty and staff professional development. The College designates specific days in the institutional calendar for state and local professional development activities. A Professional Development Committee is responsible for planning activities that meet the needs of the campus, and the College sets aside funds as they are available to provide for planned travel and professional development for personnel. It is, however, the responsibility of the individual faculty or staff member to remain current through planned annual development activities that are identified in Professional Development Plans. Full-time personnel employed by state community, junior, and technical colleges shall be granted professional and/or vocational leave with pay for up to ten (10) days per year upon approval by the President of the respective institution. Professional and/or vocational leave with pay for more than ten (10) days per year shall be granted upon written request of the President and approval of the Chancellor.

3.4.2.1. During Academic Year.

The number of hours of college credit to be earned by a full-time, professional employee of an institution under the jurisdiction of the State Board of Education during the regular school year, September through May, shall be approved by the respective president of the community or technical college.

3.4.2.2. Out-of-State Education Assistance.

The following conditions must be satisfied before a request for financial assistance in a specific program that is not available to Alabama residents at a state-supported educational institution is considered by the State Board:

1. The institution offering the program of instruction under consideration must be fully accredited by the appropriate national and/or regional accrediting agency.
2. Sufficient funding must be available to provide the assistance without causing existing approved programs to suffer.
3. A reasonable assurance must be given that future enrollments by Alabama residents will continue in the program involved.
4. The program being requested must be offered in the service area of the Southern Regional Education Board (SREB) and SREB must be willing to serve as the contact agent between the State of Alabama and the institution offering the program.

3.4.2.3 Professional Development Plan

The Professional Development Plan is designed to establish the instructor's initial rank and to assist the instructor in advancing in rank by securing the CAO's and President's prior approval through the development of an appropriate Professional Development Plan. For specific guidelines, refer to State Policy number 605.02 (Exhibit 3-1) and the appropriate guidelines in the State Policy Manual.

3.4.3. Faculty-Created Instructional Materials-Copyrights, Patents, and Royalties.

It is the policy of the State Board of Education (321.01) that in a situation where a college instructor or administrator develops an instructional text or other instructional resource or technology, and such development arises in whole or in part from the use of college resources (including the work time of any college employee), the College shall have complete and exclusive ownership of all resulting copyrights and/or patents ([Exhibit 3-9](#)). However, it shall be the policy of CVCC that in a

situation where the employee who develops the textbook, workbook, technology, or other product does so in part on his/her own time and/or using his/her own resources, then the employee shall be entitled to a designated share of any royalties or license fees received by CVCC from such a copyright or patent, provided that prior to the development of the respective product, there shall be a contract executed between CVCC and the employee by which the employee will be authorized to use the resources of CVCC in the product's development. In particular, the contract shall specify:

- a. The nature, scope, type, and amount of CVCC resources that are to be used in the product's development.
- b. The proportionate share of royalties or fees which the employee shall be eligible to receive and shall further specify the types of documentation to be provided to the College as to what College resources were used and what outside resources were used to develop the product.
- c. That the portion of any royalties or fees to be received by the employee must have a direct relationship to the verifiable amount of the employee's personal time, resources, and/or funds which are to be used in the product's development, as compared to the verifiable amount of all time, resources, and funds to be devoted to the development of the product.
- d. That any compensation to the employee arising from the development of the product must be made from proceeds derived directly from the publication, manufacture, sale, lease, or distribution of the products, and not from any State or Federal funds.
- e. That the contract does not provide an exemption from, and does not imply compliance with, the Alabama Ethics Law, and that it shall be subject to the scrutiny of the Alabama Ethics Commission, which shall be provided with a copy of the contract.
- f. That prior to the payment of any compensation to any college employee under a contract of the type described above, such payment must be approved in writing by the Chancellor.

Any CVCC employee who is interested in entering into an agreement with CVCC for the development of an instructional product subject to this policy shall begin the process by submitting to the Chief Academic Officer a written proposal which describes in detail the proposed product, and which contains a list of all anticipated college resources needed for the development of the product as well as all resources to be provided by the employee or any other person or source other than the College.

3.4.4. Outside Teaching.

During the faculty member's assigned work period at the College, whether on or off campus, the faculty member shall not engage in or pursue any activity that is not directly or reasonably related to the performance of his/her assigned duties, whether for compensation or otherwise, business-related or personal without the express, written approval of the College President. In addition, while employed by the College, the faculty member shall not accept employment with any person or entity for which the faculty member may receive any benefit, financial or otherwise, including but not limited to consultative employment, without the express, written approval of the President. In any event, the faculty member shall not engage in any outside employment or activity which would (1) disrupt or interfere with operations of the College, (2) directly compete with the College, (3) impose any financial burden upon the College, (4) violate the Alabama Code of Ethics for public employees

(as set forth in the Code of Alabama), or (5) be of a nature, character, or subject matter such that the outside employment, when considered in the light of faculty member's position and duties with the College, would tend to decrease the effectiveness of the faculty member in performing his/her duties. Faculty must request outside employment in advance by completing the Outside Employment Approval Form. ([Exhibit 3-10](#))

3.5. FACULTY EVALUATION

The faculty appraisal system at CVCC is based on observed accomplishment of the specific duties and responsibilities included in the faculty job description. As required by State Board policy, instructors are evaluated annually. Individual records of all written evaluations are maintained within the employee's personnel file and/or the CAO's office.

Faculty: Full-time instructors are evaluated annually each spring by their Division Chair/Program Directors using the Faculty Performance Appraisal Form ([Exhibit 3-11](#)). They are evaluated each semester by their students using surveymonkey.com ([Exhibit 3-12](#)).

Division Chairs/Program Directors: Division Chairs/Program Directors are evaluated annually each spring by 1) their direct supervisors using the Performance Evaluation Form for Non-Instructional Personnel ([Exhibit 3-13](#)); 2) their subordinates, using the Purdue Rating Scale for Division Chairs ([Exhibit 3-14](#)); 3) themselves, using the Division Chair/Program Directors Evaluation ([Exhibit 3-15](#)); and 4) their students each semester using surveymonkey.com ([Exhibit 3-12](#)).

Adjunct Faculty: Adjunct faculty are evaluated annually by 1) their division chairs using the Teacher/Class Evaluation Form ([Exhibit 3-16](#)); and each semester by 2) students, using surveymonkey.com ([Exhibit 3-12](#)).

4.0 EDUCATIONAL PROGRAMS

4.1 ATTENDANCE

Chattahoochee Valley Community College students are expected to attend every class and laboratory session, to arrive on time, and to remain for the entire session. Students are responsible for course content, assignments, assessments, and applicable deadlines whether or not they are present for class meetings. Instructors are not required to review with students any material missed due to student absence, nor are instructors required to notify students when their grades may be lowered because of graded student work missed.

In order to comply with federal financial aid guidelines, instructors must verify attendance at two points during the semester. The first verification occurs on the first day of class. If a student who is on the roster is absent, the student is reported as a no-show (NS). The second verification occurs at the sixty percent completion date in the semester. If a student who is on the roster has stopped attending class, the student is reported as a non-attending (NA) student. If a student is reported as either a NS or a NA the student is administratively withdrawn from the course. A student reported as a NS is removed from the roster. A student reported as a NA remains on the roster and a “W” indicating a withdrawal is posted for the course grade.

Each instructor’s attendance expectation is effective beginning with the first scheduled class meeting and continues throughout the semester. Students who do not attend the first day of class will be reported as no-shows (NS) resulting in an administrative withdrawal from the course. For online courses, students must complete the required Class-Access assignment by the deadline printed in CVCC’s official Class Schedule for the term. Online students who fail to complete this assignment will be reported as no-shows (NS) resulting in an administrative withdrawal from the course. In addition, students who stop attending classes prior to the sixty percent date of the semester will be reported as a non-attending (NA) student which will result in an administrative withdrawal. For online courses, students who fail to show activity through logins and postings prior to the sixty percent date will be reported as a non-attending (NA) student which will result in an administrative withdrawal for the course. Administrative withdrawals may negatively affect eligibility for financial aid programs that require instructors to verify students’ attendance.

Students who have been administratively withdrawn as a result of the no-show (NS) or non-attendance (NA) report from a course and wish to be reinstated to that course should follow the appeal process for administrative withdrawals in the College Catalog.

4.2 REGISTRATION PROCEDURES

Students must follow the regular registration procedures established by the College to register for a course or to change their majors after initial registration. In most cases students will register for courses during the official advance registration or regular registration. Usually students may not enter a new class after the first week of a semester. Any request for entry after the “drop/add” (late registration) deadline must be approved by the CAO.

4.2.1 Faculty Involvement.

Faculty members will be actively involved in advance registration, registration, and record keeping. In addition to advising students, faculty members should:

- a. Assist their Division Chair/Program Director in establishing and monitoring class size.
- b. Maintain and retain grade books and grades for a period of at least five years to provide source documents for the audit of permanent records and the correction of administrative errors.

4.3. CURRICULUM DEVELOPMENT, REVIEW AND APPROVAL

New curricula and courses are originated by the College and submitted for review and approval to the Curriculum Committee, officers, and boards as outlined below. Within the guidelines established by State Board policies, the College has established procedures for the development, review, and approval of courses and curricula.

All curriculum offerings are evaluated by faculty, the Chair Council, the Curriculum Committee, and other appropriate institutional units. Each course offered is evaluated in terms of the purpose of the institution, the resources of the institution, and the changing needs of the students. Inclusion of courses in the Catalog and Student Handbook is an indication that they meet all these requirements and are approved by the Department of Postsecondary Education.

4.3.1. Courses.

Any College faculty or administrative staff member may propose the addition of courses to the curriculum. The initiator determines the purpose and general content of the course, recommends the curriculum to which it will apply and whether or not it will be required or elective, determines if the proposed course already exists in the Alabama Community College System Common Course Directory, and subsequently makes a recommendation to the appropriate Division Chair/Program Director. Division Chair/Program Director and other appropriate departmental personnel review, approve, and then submit the course to the CAO, who in turn seeks the input of the Chair Council and then submits it to the Curriculum Committee for review and submission to the President's Cabinet for final approval. If the proposed course is not included in the ACCS Common Course Directory, and if recommended by the Cabinet, a course submission request ([Exhibit 4-1](#)) is submitted to the Alabama Department of Postsecondary Education (DPE) which includes a rationale for requesting the course. The DPE refers the request to the System Academic or Technical Discipline Committee for review. If recommended by the Academic or Technical Discipline Committee, the Course Directory Steering Committee makes the final recommendation to the DPE.

If the course has been approved by the Cabinet and is found on the DPE Common Course Directory, the CAO is authorized to make a request to DPE to add the course to the College's Academic Inventory, the College Catalog and Student Handbook, and on future schedules.

4.3.2 Curricula.

Expansion of programs and the development of new curricula are initiated when a need is identified and fully documented. As a means of controlling curricula and avoiding proliferation of programs, the State Board of Education requires justification for the initiation of any new program. Consequently, the following primary criteria must be substantially addressed in new AAS or certificate programs:

1. Relevance to Institutional Role

2. Relevance to Institutional Planning
3. Need for the Program
4. Program Objectives and Content
5. Student Availability and Demand
6. Program Completion Requirements
7. Institutional Context
8. Program Administration
9. Accreditation
10. Resources to Support the Program
11. Financial Support
12. Evaluation and Assessment
13. Preparation Related to Jobs
14. Joint Venture/Consortium
15. Program Configuration
16. Catalog and Publications

The appropriate academic division originates requests for all new curricula. Proposals from within a division are submitted to the Division Chair/Program Director. Proposals or requests from other sources are submitted to the CAO for assignment.

The academic division responsible for the development of a respective curriculum provides preliminary planning by completing the "Application for a New Instructional Program" which complies with State Board policies, and by designing the curriculum format for the Catalog and Student Handbook. The materials are assembled and submitted to the CAO who initiates the review process. The CAO seeks the input of the Chair Council and then submits the proposal to the Curriculum Committee. Prior to the submission to the Curriculum Committee a proposed occupational/technical curriculum is also submitted to the appropriate lay advisory committee for review and recommendations.

If the Curriculum Committee recommends to the President's Cabinet that the curriculum be implemented, it will be returned to the CAO for implementation planning which includes a

submission to the Department of Postsecondary Education for review and subsequently to the Alabama Commission on Higher Education for review and approval.

The approval process for new instructional programs occurs in three phases. The college conducts a cursory needs assessment and submits an Intent to Submit a Program Application (ISPA) in the academic year preceding the submission of the Application for a new Instructional Program.

During Phase Two, if the College's comprehensive needs assessment has confirmed the desirability and feasibility of implementing the proposed program, the Application is submitted to DPE. During Phase Three, the Alabama Commission on Higher Education determines final approval and pre or post- implementation conditions. The Curriculum Committee assures all appropriate steps are taken for notification and/or approval from governing and accrediting bodies.

4.3.3. Curriculum/Program Review.

Curricula and programs are reviewed by a variety of means. The review process involves faculty at the division, committee, and individual level. Programs are reviewed in pursuance of State Board of Education policy that requires each instructional program be reviewed once every five years. The results of these reviews are used internally to make program improvements and are forwarded to the Alabama Department of Postsecondary Education as a component of the annual Institutional Effectiveness Plan. CVCC has also instituted annual program reviews, which allow more frequent reporting and goal setting opportunities. The annual program review includes a list of significant changes occurring in each program over the past year, as well as an assessment of strengths, weaknesses, opportunities, and challenges, based on student performance. Goals for the following year are also established as part of the review process.

4.4. INSTRUCTION

4.4.1. Class Rosters

After regular registration and after the schedule adjustment/late registration period, faculty are expected to print rosters from the College's website. No student should be officially admitted to class unless his/her name appears on the roster or unless a program change (drop or add) or registration form is presented by the student. A student whose name does not appear on the roster and who has not presented a program change slip should be sent to the Admissions Office. Under no circumstances should the student be allowed to attend class unless he/she has proof of registration.

4.4.2. Grade Rosters

Each instructor must print a grade roster for purposes of keeping attendance and recording grades. The faculty may elect to use a grade book if he/she wishes. The grade roster or grade book becomes an official and legal record of the class or classes recorded and can be subpoenaed if needed in court cases. Instructors are urged to provide proper security for students' grades as recorded to ensure students' rights as provided for by the Family Rights and Privacy Act of 1974 (Buckley Amendment).

1. The name and student number of each student should be recorded on each grade roster. The class section number, along with the time and place of meeting, should be recorded on each grade roster.

2. An accurate record of each student’s attendance must be kept and an explanation recorded of symbols used to signify attendance or absence.
3. All evaluation scores must be recorded and an explanation of each grade source indicated.
4. The final grade of the student must be recorded and the means indicated by which the final grade was determined.
5. The grade roster or grade book for each class taught must be retained by all full-time faculty and left in the Dean’s office upon termination of employment. Part-time faculty must leave grade rosters or grade books in the Division Chair/Program Director’s office at the end of each year.

4.4.3. Assignment of Grades

The grading system at Chattahoochee Valley Community College is based on a 4.0 scale as follows:

| Letter Grade | Meaning | Quality Points |
|--------------|--|----------------|
| A | Excellent | 4.0 |
| B | Good | 3.0 |
| C | Average | 2.0 |
| D | Poor | 1.0 |
| F | Failing | 0.0 |
| W | Withdrawal | None |
| S | Satisfactory completion of Institutional Credit Course | None |
| U | Unsatisfactory completion of Institutional Credit Course | None |
| AU | Audit | None |
| I | Incomplete | None |
| IP | Incomplete for Transitional Courses | None |

AU, I, S, U, and W grades are not included when computing a student’s grade point average (GPA) but will be reflected on a student’s transcript.

4.4.4. Withdrawals

Students may initiate withdrawal from a class or withdrawal from College at the Admissions Office in accordance with the withdrawal policy as stated in the *College Catalog/Student Handbook*. The instructor must sign the withdrawal form to indicate that he/she has discussed the withdrawal with the student. The signing of the withdrawal form does not indicate that the instructor agrees with or approves of the withdrawal.

They may withdraw from a course up to the official withdrawal date as indicated in the Academic Calendar in the *College Catalog/Student Handbook*.

Students who withdraw from a course or from the College entirely will receive a grade of “W”, “WP”, or “WF”. Final grades are determined by the date the student withdraws from the course or College as denoted in the College calendar. In order to receive a non-punitive grade of “W”, the student must withdraw as follows:

| | |
|----------------------------------|--|
| Spring or Fall Semesters | By close of 10 th week of class |
| Summer Semester | By close of 6 th week of class |
| Spring or Fall Mini-term I or II | By close of 5 th week of class |
| Summer Mini-term I or II | By close of 3 rd week of class |

Students who withdraw after the designated dates will receive a grade of “WP” if passing at the time of withdrawal or “WF” if failing at the time of withdrawal. “WF” is calculated the same as an “F” in the grade-point average (GPA).

4.4.4.1. Withdrawal From a Course

A student may secure the appropriate form from the Admissions Office, obtain the instructor’s signature, obtain the financial aid officer’s signature, and must return the form to the Admissions Office for processing. A scholarship student must also secure the signature of the scholarship supervisor. Withdrawal is not official until all steps are completed.

4.4.4.2. Withdrawal From the College

A student may secure the appropriate form from the Admission’s Office, must obtain signatures from all instructors, financial aid, LRC, and business office. A scholarship student must also secure the signature of the scholarship supervisor. When the student has all the required signatures, the form must be returned to the Admission’s Office for processing. Withdrawal is not official until all steps are completed. Note: Withdrawals will not be processed if the student has an outstanding financial obligation to the College.

4.4.5. Satisfactory and Unsatisfactory Grades

Satisfactory and Unsatisfactory grades are assigned in courses which are designated Institutional Credit Courses (IC). An “S” grade will result in credit earned but will not be calculated in the student’s grade point average. A grade of “U” will not be calculated in the student’s grade point average but the student must repeat the course.

4.4.6. Course Audit and Audit Grades

Students are allowed to enroll in a course as Audit students during regular registration and during the enrollment adjustment period. A student auditing a class may not change his/her status to that of a credit student nor may a credit student change his/her status to that of an auditor. The audit student must attend classes, take tests, and complete other assignments to be completed by regular students.

4.4.7. Grade of Incomplete

The grade of “I” (Incomplete) may be assigned by the instructor when a student has been prevented from completing the requirement of a course, has requested an Incomplete of the instructor, and in the judgment of the instructor has reasonable chance of successfully completing the course work. Assignment of a grade of Incomplete is at the discretion of the instructor. The grade may not be assigned unless the student has requested it and even then the instructor may not grant the request. Factors that must be considered by the instructor in determining whether to grant the request for an Incomplete include, but are not limited to, the number of assignments still to be completed, the

reason for which the student is requesting an Incomplete, the number of other grades of Incomplete being sought by the student, and the other grades on work completed in the course.

When the instructor assigns a grade of Incomplete, a form must be completed and given to the Division Chair/Program Director indicating the student's name, the course, and the work which must be completed. If the instructor will not be on campus during the next semester, the form must indicate how the student will make up the work and clear the Incomplete by the end of the next semester. An incomplete must be approved by the CAO.

Grades of I (Incomplete) must be cleared by the end of the following semester. Failure of the student to complete the requirements by the end of the next semester will automatically result in an F in the course. In unusual circumstances, a student may request of the instructor an extension of the incomplete for one semester. If the instructor recommends by memorandum to the CAO that the extension be granted and the extension is approved, the student is allowed an extension to complete the work and remove the Incomplete.

A grade of Incomplete (I) will not be added into the grade point average of the student. The instructor should submit a grade change form through the Division Chair/Program Director, and the CAO to the Admissions Office indicating the grade which should be assigned in place of the Incomplete on the student's record. The final grade of record will then be averaged into the grade point average.

All grades of I (Incomplete) must be removed before a student is eligible for graduation.

4.4.8. Academic Standards of Progress for Nursing Students

In order to progress in the nursing program, the nursing student must:

1. Achieve a grade of "C" or better in all required general education and nursing courses.
2. **Be acceptable by clinical agencies for clinical experiences.**
3. Immunizations and clinical requirements must be up to date as required by nursing school and clinical facilities.
4. Maintain ability to meet Essential Functions for nursing with or without reasonable accommodations.
5. Maintain current CPR at the health care provider level and other health documents for clinical rotations.

Nursing non-progression is defined as failure of one or more courses in a semester OR withdrawal (for any reason) from one or more courses in two separate semesters.

Non-Progression Students Who Have One or More W's in One Semester:

1. **Must apply for readmission** to the program.
2. Readmission will depend on classroom and clinical space availability and is **not guaranteed**.
3. In the event of multiple students applying for readmission, student will be ranked by required nursing courses by GPA for available spaces.
4. Students who have a "W" in a first semester nursing course must reapply to the program as a new student.

5. Students applying for readmission will be required to demonstrate competency of identified clinical skills prior to returning to the clinical agencies.
6. Readmission must occur within one year from the last clinical course or the student will need to reapply to the program as a new student.

Non-Progression Students who have:

One or more withdrawals in two different semesters
Been unsuccessful in one or more courses in a single semester
One withdrawal and one unsuccessful attempt in a required course(s) in two different semesters should use the following guidelines:

1. Students who withdraw from one or more nursing courses in two separate semesters **must apply for reinstatement** to the program.
2. Students who are unsuccessful in one or more required courses in one semester must apply for reinstatement. Students will be selected for reinstatement based on space availability in the course, and is **not guaranteed**.
3. **Students may only be reinstated one time.**
4. In the event of multiple students applying for reinstatement, students will be ranked by required nursing courses by GPA for available spaces.
5. Students applying for readmission will be required to demonstrate competency of identified clinical skills prior to returning to the clinical agencies.
6. Students who are unsuccessful in NUR102, NUR103, NUR104 or NUR200 must reapply as a new student to the program.

Students who have:

Withdrawals in two different semesters AND an unsuccessful attempt
OR

Two unsuccessful attempts in two different semesters
MUST

Apply as a new student and repeat all nursing courses.

4.4.9. Technology Policy

Students for whom the following conditions apply will not be allowed to enroll in online courses until one semester has been successfully completed:

1. First-term students
2. Students needing RDG085
3. Students needing ENG093

Students on academic probation will not be allowed to enroll in online courses until the probationary status has been cleared.

Students needing the courses listed below will not be allowed to enroll in online courses for which the respective course is a pre-requisite until the pre-requisite has been satisfied:

1. MTH090
2. MTH098

A standard format for the orientation session of each online course shall be established. All instructors teaching an online course must record an orientation session.

Students must view the online orientation session and complete an orientation assignment within seven days of the last day of drop and add. Students not viewing the orientation session and completing the required orientation assignment will be dropped from the class.

A list of specific topics to be addresses in the orientation session for each online course will be established. Although the content area is different from one course to another, specific topics must be covered in all online orientation sessions. For example:

1. Locating course syllabi
2. Identifying due dates in the calendar
3. Submitting assignments via the drop box

The maximum number of students enrolled in an online course will be 30 students.

Information relative to online courses should be included in the traditional college orientation courses. For example, a self-analysis instrument can help a student determine if he/she is a viable candidate for an online course.

There will be no mandate of two on-campus exams. Online exams can be designed and created with time restrictions, accessibility, and randomization of questions.

4.4.10. Course Schedule Preparation

The schedule of classes for each term is prepared by instructors and Division Chair/Program Directors. Proposed classes are sent to the CAO for approval. The proposed schedule of classes is reviewed by the CAO, proofed by the appropriate Division Chair/Program Director, and processed by the instructional services staff.

Upon final approval of each term's class schedule, Division Chair/Program Director will inform their faculty of assignments. Adjustments to the faculty assignments may be made based upon enrollment.

Each division is encouraged to develop an annual schedule for planning purposes. They should consider both day and evening classes where appropriate.

4.4.11. Transfer to Another Section

After the semester has begun, due to circumstances beyond the student's control, he/she may be forced to transfer to another class section. Students must contact the Division Chair/Program

Director who will ascertain whether it will be possible for the transfer to take place, contact the instructor(s) involved, and notify the Chief Academic Officer. Instructors will be responsible for communication concerning the student's work and transferring of grades.

4.4.12. Make-Up Work

Each instructor must clearly state his/her policies on the syllabus concerning make up work which the student has missed because of absence. The instructor must develop a means by which work missed because of excused absences may be made up. He/she may or may not, at his/her own discretion, allow work to be made up which was missed because of absences. However, the policy must be clearly stated on the syllabus.

4.4.13. Student Evaluations

Each instructor is required to administer a minimum of three written in-class evaluations (unless division requirements stipulate a higher number) in each course. The first graded evaluation shall be administered no later than the end of the third week of the semester. All evaluations shall be returned to the student within one week of the administration of the evaluation so that students may determine their progress. The written evaluations shall challenge the student to demonstrate critical and analytical skills and to use appropriate writing and/or computational skills.

4.4.14. Final Examinations

Each instructor shall administer final examinations in all classes for which he/she is responsible according to a published examination schedule. Examinations may be given early to a student in the event of extenuating circumstances beyond the control of the student.

4.4.15. Final Grades

A final grade must be recorded in the Faculty Information Center on the College's website for every student listed on the official class roster. Failure to report student grades accurately will affect grade processing and may hinder a student's opportunity to transfer, receive a degree, or receive academic recognition of the Dean's or President's List.

4.4.16. Tape Recording of Classroom Activities

Tape recording of lecture or other classroom activities is permitted only with the consent of the instructor and/or other persons involved in the activities. Certain students with disabilities may record classroom activities for their own personal use as outlined in the regulations that implement Section 504 of P.L. 93-112 concerning handicapped students with disabilities.

5.0 INSTRUCTIONAL SERVICES

5.1 INFORMATION TECHNOLOGY RESOURCES ALLOCATION.

Chattahoochee Valley Community College acknowledges that Information Technology (IT) resources and services are essential for support of the College's instructional and administrative service functions. Therefore, it is the policy of the College to provide, to the extent that financial resources allow, appropriate technical resources and support to both academic and administrative service areas of the College. To ensure equitable balance between these two areas, priorities for usage have been established. The Technology Committee is responsible for evaluating these priorities to ensure that academic and administrative needs are adequately served.

Priorities of the Network for Academic use are as follows: (1) Development and delivery of classroom instruction and web-based learning; (2) Computer-assisted instruction and self-paced instruction in open labs; (3) Open lab for student use outside of class; (4) Library access on campus as well as the Alabama Virtual Library; (5) Testing; (6) Internet use for research; (7) Web access to student records for registration, grades, and other individual student information; (8) Email access; (9) Wireless access throughout campus for using personal computers or tablets for academic purposes.

5.2 COMPUTER RESOURCES

CVCC has computer labs available for student use. The academic purpose for computer labs is to provide required laboratory experience for approved courses, support for academic programs, and authorized individual or group research. To prevent misuse of computer resources, the following activities are specifically forbidden:

- a. Unauthorized use of a computer. Users must either be currently enrolled in a class requiring the use of a computer or have written permission from the appropriate college official upon recommendation of the Director of Information Systems.
- b. Inspection and/or modification of data or programs which were not specifically assigned to, owned by or created by the modifier.
- c. Use of another's account number without express permission.
- d. Interference, electronically or otherwise, with other users of the computers.
- e. Unauthorized use of the computer resources for personal gain.
- f. Use of another's programs or data without permission.
- g. Printing or sending obscene, sexually suggestive, vulgar, or offensive messages.
- h. Unnecessary use (waste) of computing supplies.
- i. Physical abuse of hardware.

Violation of these policies shall be reported to the Chief Academic Officer for appropriate action.

5.3 E-MAIL/INTERNET ACCEPTABLE USE

The Chattahoochee Valley Community College Acceptable Use Policy is established to maximize availability and equitable access to the College's Internet and e-mail resources. The College provided Internet and e-mail access is intended to be for or in support of: 1) education; 2) research; 3) local, state, or national government affairs; 4) economic development; or 5) public service related to College supported activities. The College encourages the use of the Internet and e-mail because they make communication more efficient and effective. However, Internet service and e-mail are College property, and their purpose is to facilitate College programs, services, and activities. Improper use of the Internet or e-mail is not acceptable and will not be permitted.

5.3.1 E-mail Policy and Guidelines

Chattahoochee Valley Community College provides e-mail access to faculty and staff to help them be more effective in performing their work-related duties. The goal of the college e-mail system is to facilitate faster and more efficient communications both internally and externally.

Users are permitted to use college e-mail for personal correspondence, provided that it is used in a reasonable manner and is not abused.

Users should:

1. Be mindful that any e-mail sent using the College's e-mail system contains the College's domain name and is therefore a reflection of the College as well as the individual sending the e-mail. Any e-mail sent using the College's e-mail system is also the property of the College.
2. Send, copy or forward e-mail only to people when reasonably sure that the recipient(s) has/have a need or desire to read it.
3. Be aware before forwarding an e-mail message that the original sender may have considered that e-mail a private communication. Users should forward an e-mail only when they are certain that they have the original sender's approval.
4. Verify the validity of any e-mail that comes with instructions to forward. Many of the mass e-mails, warning of some threat such as new virus, offering some incentive for forwarding the e-mail, or requesting help for someone in need, are hoaxes. Please verify these communications before blindly forwarding them.
5. Scan all attachments for viruses before sending or downloading.

5.3.2 Internet Use Policy

Chattahoochee Valley Community College's Internet use is a continuation of the College itself, as a comprehensive, public, two-year community college that exists to provide an educational environment in which the needs of the individual students, the community, and other target audiences can be met. Consistent with the College mission, Internet use and Web page development at Chattahoochee Valley Community College are intended to put the learner's needs first by being responsive and innovative, as well as being a catalyst for life-long learning. In addition to facilitating the educational process for

students, Internet use is intended to support administrative efforts in research, to enhance course delivery and the teaching process for faculty, and to make available more resources for the staff.

The use of information technology must be consistent with the philosophy and purpose of the College. Those who access the Internet with College resources are required to conduct themselves in an ethical and legal manner, and to adhere to the conditions of use set forth in this document.

Eligibility for access and use is a privilege granted by Chattahoochee Valley Community College to the students, faculty, staff, and others permitted by the College. The College reserves the right to extend, limit, restrict or deny privileges and access to its information resources. The College recognizes that local, state, and federal laws relating to copyright, security, and other statutes regarding Internet use bind all members of the College.

5.3.2.1 Responsibilities of Users

Users of the College's Internet resources are expected to comply with the following criteria for responsible usage:

1. The use of Internet resources should be consistent with the College's mission to further the educational process by facilitating the acquisition and exchange of knowledge, by encouraging collaborative projects, and by enhancing resources available to administration, faculty, staff and students.
2. The use of Internet resources should conform to any regulations, policies, and procedures established in the College's Student Handbook.
3. Individuals must take all reasonable precautions to prevent unauthorized access to Internet accounts or any other accounts usage and are expected to report any violations of this policy and/or security problems to appropriate personnel.
4. The use of Internet resources should comply with ethical and legal standards. The following would be considered unethical or illegal:

Using the Internet resources in a manner that creates a hostile environment, which may include but is not limited to, harassing, threatening, stalking, libeling, slandering other persons, or in any way that might damage community relations.

Using the Internet resources in a manner that violates the privacy of other users or persons.

Copyright infringement.

Using the Internet resources to knowingly upload or download pornography.

Using the Internet resources to operate or engage in scams, pyramid schemes, or in any commercial venture.

Using Internet resources to intentionally spread viruses, mal-ware, spy-ware, or any other type of malicious software.

5. Individuals shall refrain from the intentional waste of limited computer resources.

5.3.2.2. Sanctions

Use of the College's Internet resources is a privilege, not a right. The College reserves the right to do the following:

1. Alter the provisions of this policy as needed.
2. Change the conditions of use of its Internet resources.
3. Terminate or change, without notice, the nature of access to these resources.

Users who violate College policy or the standards for legal and ethical usage may have the privilege of use revoked without notice. Violators may be reported to appropriate personnel. Those using these resources for illegal acts are subject to prosecution by local, state, or federal authorities.

5.3.2.3 Limitations of Liability

1. Access

The Internet World Wide Web is a global network unregulated by local, state, federal, or international authority. Material on the Internet may be controversial, offensive, disturbing, erroneous, or illegal. Because the College has no control over nor does it monitor materials on the Internet, it cannot be held responsible for such material, for controlling access to it, or for protecting patrons from offensive material. The College disclaims any warranty for the accuracy, timeliness, authoritativeness, or usefulness of such materials and shall have no liability for any direct or indirect damages resulting from the use of Internet material. Access to, or use of, the Internet by minor children is solely the responsibility of the parent or legal guardian.

2. Links to Internet Sites

The College, through its home page, provides links to helpful sites that are consistent with the mission and purpose of the College. However, because of the unregulated nature of the Internet, the College cannot monitor nor be responsible for the content or availability of these sites, nor for any subsequent links.

3. Violation of Privacy

The College disclaims any liability or responsibility for the violation of privacy of any individual by a user. Such responsibility shall rest solely with the user.

4. Use of Copyrighted Materials

The College disclaims any liability or responsibility for copyright infringement by a user. Such responsibility shall lie solely with the user.

5. Computer Viruses

Because the Internet is unregulated, viruses that are potentially harmful to the user's computer system may be downloaded from the World Wide Web. Responsibility for

identifying and eliminating such viruses downloaded in data or files rests with the user. The College disclaims any responsibility for damages resulting from viruses transmitted through data or files obtained through the use of the College's electronic information systems.

5.4 MAINTENANCE OF ELECTRONIC RECORDS

For the purposes of this policy, any business communication that is created and/or stored by way of e-mail, computer disc, or any other form of sending, receiving, or electronically storing information, shall be deemed a business record of the College. Therefore, any such communication that is created in lieu of a paper document and is within one of the preservation categories listed above shall be subject to the same preservation standards as would a paper document of the same nature. In that regard, employees shall preserve such documents by converting them to paper documents or storing them in electronic storage formats that are labeled so as to identify the documents contained therein.

5.5 CAMPUS COPYING

Copy services for campus needs are provided in the College Workroom in the Wallace Administration Building. Copy services are available Monday-Thursday, 9:30 a.m.-6:00 p.m.; and on Friday, 9:30 a.m.-2:00 p.m. The copy services clerk can be reached by phone at (334) 291-4931. A faculty member may complete a copy request form ([Exhibit 5-1](#)) or e-mail his/her copy service request to work.room@cv.edu.

The following guidelines apply:

1. Copy services will be provided on a first-come, first-serve basis. Faculty members should submit all materials in a timely manner to ensure their completion by the date needed.
2. Material for duplicating must be left with the copy services clerk and picked up at a later time as specified by the clerk. Copy service requests for large or complex jobs will take a minimum of two or three days to complete.
3. The workload in Copy Services is the heaviest at the beginning and at the end of the semester. Objectives and syllabi for the next semester should be turned in two weeks prior to the end of the current semester.
4. Full-time faculty are urged to have copying done before 4:30 p.m. each day so that part-time faculty will be able to utilize the time immediately before evening classes. Part-time faculty will have copy service available each evening until 6:00 p.m., Monday-Thursday.
5. Work study students are not allowed to turn in or pick up test materials for faculty members.

5.6 INSTRUCTIONAL MATERIALS

Instructional materials must be requested through appropriate Division Chair/Program Director. No invoices or bills for materials ordered without prior approval will be honored for payment. Therefore, the respective faculty/staff members will be held personally responsible for any unapproved transaction.

5.6.1. Textbooks.

Textbooks are selected by each academic division and approved by the Chief Academic Officer. Books selected will be used by full- and part-time faculty.

5.6.1.1. Textbook Change Procedure.

1. The decision to change the textbook in a course will be made by no later than March 15 of each academic year.
2. After the decision is made, the Division Chair/Program Director who is requesting the change or the designated faculty member will be responsible for:
 - a. Contacting the bookstore (orally and in writing) to advise bookstore personnel of the change. This should be done in a timely manner to ensure adequate time for the order to be placed and filled.
 - b. Ordering as many complimentary copies/supplements from the publisher as needed for both full- and part-time faculty.
3. No change in textbooks will be made at any other time unless the textbook is no longer available to the bookstore.
4. If a new edition is issued during the year, the old edition should be used until the beginning of the next academic year. The request for edition change should follow the same procedure as outlined in #2 above.

5.7. INSTRUCTIONAL EQUIPMENT

Routine purchases of instructional equipment must be planned for using the College's planning process. Upon Planning Board approval, the purchase plan becomes a part of the annual budget process request. Upon final budget approval by the President, the instructional equipment may be purchased in the appropriate budget year.

An emergency request for purchase of instructional equipment must originate with the Division Chair/Program Director and be reviewed by the Chief Academic Officer. If approved, the CAO will make a recommendation to the President for the purchase of the equipment on an emergency basis. Upon approval, an appropriate budget amendment is directed ([Exhibit 5-2](#)).

6.0. STUDENT CONDUCT

6.1. MISCONDUCT DEFINED

A student is subject to disciplinary action by the College, up to and including permanent expulsion, for misconduct on any property owned or controlled by the College, or off campus at any function which is authorized, sponsored or conducted by the College or in parking lots adjacent to areas or buildings where College functions are being conducted. Such misconduct shall include the commission of, or the attempt to commit, any of the following offenses:

1. Any form of dishonesty including cheating, plagiarism, or furnishing false information to the College.
2. Theft of or intentional damage to property of the College or to the property of any member of the College community or visitor to the College campus.
3. Forgery, alteration or misuse of College documents, records or identification.
4. Intoxication from, or the use, display or possession of alcoholic beverages or any controlled substance (drug), unless the student has a valid prescription for the use of the controlled substance; or intoxication from, or the use, display or possession of marijuana, a marijuana plant, or the seeds or stems of a marijuana plant.
5. Use, possession, or distribution of firearms, ammunition, fireworks, or any type of explosive or incendiary device or material. Only duly constituted law enforcement officers on duty may possess firearms on campus.
6. Disorderly or disruptive conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid college properties. This offense also includes in-class behavior that, in the opinion of the class's instructor, unduly disrupts the order of a class.
7. Actual or threatened physical abuse of any person, including hazing, or any other act that would endanger the health or safety of any such person.
8. Lewd, indecent, obscene or unduly offensive behavior or expression. This offense includes, but is not limited to, the usage of verbal or symbolic expressions that would tend to be reasonably interpreted as insulting to one's race, gender, religion, age, national origin, or disability.
9. Participation in any form of gambling, or receiving proceeds from any gambling activity.
10. Unauthorized entry to College facilities.
11. Unauthorized possession of a key to College facilities.
12. Unauthorized interference with the use of or access to a College facility.

13. Intentional misuse of any College fire alarm or fire-fighting equipment.
14. Failure to promptly comply with directions of College officials or law enforcement officers acting in the performance of their duties as such officials and officers.
15. Violation of any College policy or regulation as published or referred to in the Catalog/Student Handbook, including, but not limited to, those governing the time, place and manner of public expression, the registration of student organizations, and use or parking of motor vehicles on campus.
16. Violation of any Federal, State, or local law or ordinance.

The following offenses will merit automatic disciplinary suspension or expulsion from the College.

1. Intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug) on any area of the CVCC campus. (This includes the presence of empty or full alcoholic beverage containers.)
2. Failure to promptly comply with directions of College officials or law enforcement officers acting in the performance of their duties as such officials and officers while on the CVCC campus.
3. Theft of or intentional damage to property of the College or to the property of any member of the College community or visitor to the College campus.
4. Intentional misuse of any College fire alarm or fire-fighting equipment.
5. Actual or threatened physical abuse of any person, including hazing, or any other act which endangers the health or safety of any such person.
6. Use, possession, sale, or distribution of any controlled substance (drug), as outlined by the statutes of the State of Alabama, except as expressly prescribed by a physician.

7.0 PHYSICAL FACILITIES

7.1. CLASSROOMS

Classrooms are assigned by the Chief Academic Officer on the basis of anticipated section size. Should the classroom furnishings and equipment need to be rearranged, faculty should contact the CAO who will coordinate approved requests with the Director of Facilities.

7.1.1. Classroom Cleanliness.

Faculty members are requested to leave classrooms in a neat well-kept condition and, in an effort to conserve energy, turn off all lights when leaving. All personnel are responsible for prohibiting the use of food, refreshments or tobacco products in a classroom.

7.1.2. Custodial Services.

Each faculty member is asked to assume reasonable responsibility for the appearance of his/her classroom, laboratory, and office. Custodial service is provided by custodial personnel. These personnel are supervised by the Director of Facilities. Special custodial needs and deficiencies should be reported to the Director via work order requests.

7.1.3. Change of Classroom.

Any change of a classroom must be cleared through the Chief Academic Officer.

7.1.4. Lab, Tools and Equipment.

Each instructor is responsible for the division to which he/she is assigned, including all tools and equipment issued to that department. No one shall use divisional equipment without prior permission from the instructor who is responsible and the Chair/Program Director. Using College equipment and/or supplies for private gain is prohibited.

7.2. TOBACCO PRODUCTS

CVCC maintains a tobacco free environment policy on campus and College vehicles. Use of tobacco is allowed only off-campus in areas that are not smoke-restricted.

7.3. FOOD AND DRINK

Food and drinks are permitted in designated areas on campus but are prohibited in classrooms, labs and the Learning Resource Center.

7.4. REQUEST FOR MAINTENANCE

All requests for maintenance and repair, building keys, furniture and equipment requirements and changes to facilities, as well as reports of deficiencies in buildings and equipment, should be reported to the office of the Director of Facilities through use of a work order form ([Exhibit 7-1](#)).

8.0 PERSONNEL GUIDELINES AND PROCEDURES

8.1. EMPLOYMENT

8.1.1. Appointment and Assignment.

The President of CVCC is authorized by State law and by the State Board of Education to appoint and to make assignments for all employees of CVCC.

A successful applicant hired to fill a full-time position shall be required to serve in that position for a minimum of one (1) year before he/she may apply for another position on campus.

8.1.1.1. Faculty.

Final appointment and assignment of all faculty members is made by the President. All appointments shall be governed by the following regulations:

1. All faculty members are expected to give full attention to their instructional duties while on duty at the College through the academic year unless specifically authorized by the administration to engage in other activities. At the beginning of the academic year, instructors will participate in all phases of orientation. Prior to that time, instructors will receive a letter from their respective Chair/Program Director outlining their duties.
2. Every member of the faculty is expected to attend campus meetings and/or faculty meetings and all other formal events of the College.
3. Professional duties and responsibilities include course preparations, office hours, committee appointments, club/activity sponsorships and academic advising of students.
4. Faculty members are expected to work with their Division Chair/Program Directors or supervisors to develop class schedules.
5. All members of the faculty must file with the Business Office all necessary tax withholding/exemption certificates and forms for retirement, and other such forms as are required for inclusion in the employee's personnel file, including proof of registration with the Selective Service, if required to register, and confirmation of receipt of the CVCC Drug-Free Workplace Policy.
6. The State Board of Education declares that each faculty member employed in an Alabama community college should meet all applicable qualifications set by the Southern Association of Colleges and Schools.
7. Recruitment and selection of part-time faculty members is the responsibility of the respective Division Chairs/Program Directors with the review and approval of the Chief Academic Officer. Part-time faculty teaching credit academic courses must meet the same employment requirements as full-time faculty. Part-time faculty teaching non-credit and/or career/technical courses must meet advertised employment requirements. The President is the hiring authority for all part-time positions, and part-time faculty contracts and records are maintained in the Human Resources office.

Each faculty member, upon accepting an appointment and assignment by the President, agrees to abide by the following provisions:

While on duty, the faculty member shall devote his/her full-time energies to the performance of his/her duties. As a representative of the College, the faculty member will conduct himself/herself in a professional and courteous manner toward students, co-workers, employees, administrators, and guests of the College and shall wear appropriate, professional attire.

The work assignment load and work schedule of the faculty member shall be within the sole discretion of the College in accordance with the administrative procedures of the College and the Alabama State Board of Education. The faculty member will be subject to teaching off-campus, evening and weekend classes as part of his/her regular teaching load. In addition, the College reserves the right to reassign the faculty member, to the extent allowed by State Board of Education policies and regulations, to another assignment within the same general job and salary classification, should the administration deem it necessary to do so. Assignments and/or substantive changes in assignment will be made in writing by the President or her authorized designee.

By acceptance of a Letter of Appointment, the faculty member affirms that all representations and citations of personal history, education and experience by the faculty member in his/her employment application, oral interview and/or in the faculty member's Curriculum Vita or Résumé are correct and that he/she possesses the necessary credentials to perform the duties for the position for which he/she is employed. If it is determined by the College or Chancellor of Postsecondary Education that the faculty member does not possess such credentials, then the Contract will be void by the College upon no less than ten (10) calendar days' notice to the faculty member.

The faculty member shall meet all classes scheduled for him/her, shall carry out all assignments according to schedule, and will maintain and submit all required records and reports, including class records and reports.

The faculty member shall be and shall remain fully aware of and in compliance with all rules, regulations and procedures of the College set out expressly in a handbook or other College publications made available to the faculty member and/or stated orally to the faculty member by a supervisor or College Administrator, and also with the policies of the Alabama State Board of Education.

During the faculty member's assigned work period at the College, whether on or off campus, the faculty member shall not engage in or pursue any activity that is not directly or reasonably related to the performance of his/her assigned duties, whether for compensation or otherwise, business-related or personal without the express approval of the College President. In addition, while employed by the College, the faculty member shall not accept employment with any person or entity for which the faculty member may receive any benefit, financial or otherwise, including but not limited to consultative employment, without the express, written approval of the President. (Exhibit 3-10) In any event, the faculty member shall not engage in any outside employment or activity which would (1) disrupt or interfere with operations of the College, (2) directly compete with the College, (3) impose any financial burden upon the College, (4) violate the Alabama Code of Ethics for public employees (as set forth in the Code of Alabama), or (5) be of a nature, character, or subject matter such that the outside employment, when considered in the light of faculty member's position and duties with the College, would tend to decrease the effectiveness of the faculty member in

performing his/her duties. Faculty must request outside employment in advance by completing the Outside Employment Approval Form. ([Exhibit 3-10](#))

If the faculty member is convicted of any criminal act, including a traffic violation that includes a citation for driving under the influence or leaving the scene of an accident, the faculty member shall submit a confidential, written notice of the matter to the Office of the President within ten (10) business days. A conviction shall include a plea of guilty or nolo contendere (no contest).

If the faculty member is named as a defendant in a civil or administrative action alleging an act of financial dishonesty (such as theft, fraud, embezzlement, misappropriation or other such act) or an act of harassment, sexual harassment or sexual abuse, the faculty member shall submit a confidential, written report of that matter to the Office of the President within ten (10) business days after being served with the complaint, summons or other official notice of the action.

The faculty member shall, at the time of employment, provide to the College a copy of his/her current driver's license, and shall also provide all renewal licenses. The faculty member will or may drive an automobile or other vehicle during the performance of his/her duties, and by accepting a Contract, the faculty member affirms that he/she understands and agrees that he/she must give notice within two (2) business days to the Office of the President if his/her driver's license is in any way suspended or revoked, to include convictions and moving violations. The faculty member further affirms that he/she understands and agrees that he/she at all times will maintain an insurance policy that indemnifies himself/herself for alleged damages and injuries alleged to be the fault of the faculty member. In addition, every employee must sign the Disclosure and Release form required by CVCC's insurance provider. The faculty member will not be able to drive on State business without this documentation.

The faculty member shall not use any property, equipment or facilities of the College for personal gain or political activities.

While on duty, all faculty members shall:

1. Limit personal phone calls during their scheduled work day; and
2. Refrain from bringing their children to work with them for extended periods of time.

8.1.1.1.1. Employment of Part-Time Faculty.

Part-time faculty must possess credentials, experience and/or demonstrated competence appropriate to their teaching assignments. Typically, part-time faculty teaching credit academic courses must possess a master's degree with 18 graduate semester hours in their assigned teaching field.

In accordance with the Department of Postsecondary guidelines for part-time faculty positions, a continuous ad may be posted on the College's website. If a continuous ad is not posted, these positions must be posted for a minimum of 14 days prior to the application deadline.

Division Chairs/Program Directors are responsible for recruiting and recommending qualified part-time faculty for courses not staffed by full-time faculty. Division Chairs/Program Directors should review applications for employment on file in the Human Resources Office, contact their counterparts at neighboring colleges, and contact local high schools to obtain a list of viable

candidates. If these methods fail to produce an adequate pool of qualified adjunct faculty applicants, the Division Chairs/Program Directors should request that an ad be placed in local newspapers to be approved by the appropriate CAO and the Director of Human Resources and following advertising guidelines.

Part-time faculty contracts are issued for one semester by the President of the College. Part-time faculty are required to attend an Orientation Session scheduled at the beginning of each semester. Each semester, each part-time instructor is evaluated through student evaluations and by the supervising Division Chair/Program Director.

8.1.2. Employment Status.

8.1.2.1. Non-Tenure Status.

All employees of CVCC whose duties require twenty or more work hours in each normal working week of the academic year or calendar year, respectively, shall be deemed employed on a probationary basis for a period of six consecutive semesters, not including summer term. For the purposes of this policy, the term "year" shall for faculty members equate to two academic semesters, or not less than nine months, in a given academic year and for all other employees equate to twelve calendar months of full-time employment, regardless of academic year.

8.1.2.2. Tenure Status.

Tenure status, as it relates to employment at CVCC, shall be attained by an employee when the employee completes six consecutive semesters, not including summer term, of probationary employment at CVCC without receiving notification of discontinuance or termination. Once an employee has attained full-time non-probationary employment status at CVCC, his or her employment shall remain in full effect until such time as the employee resigns or retires or until such time as the employment is terminated or modified in accordance with the Students First Act ([Exhibit 8-1](#)).

8.1.2.3. Part-Time Employment.

For the purposes of determining eligibility for non-probationary status, part-time employment is defined as employment at CVCC of such a nature that the employee's normal working week consists of less than twenty work hours. Part-time employees working less than twenty scheduled work hours per week are ineligible to attain non-probationary status. For all purposes, other than determining credit toward tenure, part-time for faculty is defined as less than thirty-five scheduled work hours per week, and part-time for all other employees is designated as less than forty scheduled work hours per week.

8.1.2.4. Temporary Full-Time Employment.

CVCC has the option of hiring persons on a temporary full-time basis in situations where: (1) there is an urgent need of the College to fill an unanticipated vacancy for a temporary period of time in order to allow for the recruitment and selection of a permanent appointee; (2) the College has established a position on a temporary basis pursuant to a grant or contract which provides funding for the position for a period of one year or less or (3) there are circumstances where the College has determined that there is a need to establish a position on a trial basis for a period of one year or less in order to determine whether or not it would be to the benefit of the College to make said position permanent. Temporary full-time employment shall not exceed twelve months.

8.1.3. Employment Agreements.

In conjunction with employment agreements, CVCC personnel are required to review and sign a statement of Terms and Conditions of Employment ([Exhibit 8-2](#)). Newly hired personnel are also required to follow new hire processing procedures and submit additional necessary documentation to the Human Resources Office.

8.1.3.1. Letters of Appointment.

A letter of appointment is an employment agreement of indefinite length but with a specific beginning date. All employees of CVCC shall be employed by virtue of a letter of appointment ([Exhibit 8-3](#)).

8.1.3.2. Work Schedules.

The normal hours of operation of the College are from 7:30 a.m. until 10:00 p.m. Monday through Thursday, and from 7:30 a.m. until 2:30 p.m. on Friday. The work schedules of all employees shall conform to the normal operating hours of the College.

All employees of CVCC shall have a work schedule approved by their respective dean. All employees shall take appropriate lunch breaks (one hour for staff; at least one-half hour for faculty) after six (6) continuous hours of work. Failure to abide by the approved work schedule shall be deemed insubordination except where prior approval is attained for an exception to the approved work schedule.

All full-time CVCC personnel, subsequent to a work day exceeding the normal work day hours, shall adjust their work schedules within a period of one week (or five business days) at a rate of one hour for one hour.

8.1.3.3. Clinical Contracts.

The Clinical Contract Policy and Procedure for the Health Sciences Division is subsequent to the policy 6 10-X-3.08 (1) e #2 of the “Alabama Board of Nursing Administrative Code” (1999) which states: “There shall be written contracts or agreements with agencies and community-based settings used by the program that clearly define the responsibilities of the program, parent institution, and agency. These documents shall state that faculty members are responsible and accountable for student performance in clinical activities throughout each nursing course.”

The Health Sciences Division maintains files labeled Clinical Contracts and annually prepares clinical contracts with the appropriate dates for review by the College’s President. The language of the contracts has been approved by the College’s Administration and Postsecondary legal counsel. Once the President reviews and signs the contracts with local hospitals/health care agencies, two original copies are sent to the health care institution and sent back once the CEO of the requested health care institution reviews and signs. The contract/agreement outlines the responsibilities of the college, as well as agency responsibilities. Signed, updated copies, along with a calendar of required renewal dates is maintained within the divisional files ([Exhibit 8-4](#)).

8.1.4. Salaries.

Personnel employed at CVCC shall be paid in accordance with salary schedules adopted by the State Board of Education, except for part-time faculty who shall be paid at a local per credit hour rate for instruction, or at a negotiated rate per hour for clinical supervision and other contractual services.

The State Board of Education has established salary schedules for the following respective categories: salary schedule A is for presidents; salary schedule B is for deans; salary schedules C1, C2, and C3 are for professional and administrative personnel not included in other schedules; salary schedule D is for instructors, librarians, and counselors; salary schedule E is for full-time technical and support personnel; and salary schedule H is for support personnel working less than 40 hours per work week. Current State Salary Schedules are viewable on the website for the Alabama Community College System. They are also available from the CVCC Human Resources office.

8.1.5. Payroll Policies.

Payroll checks are issued by the Business Office in keeping with the policies set forth by the State Board of Education. It is the intent of the College to issue payroll checks on the last working day of each month, except that the May paycheck for faculty members will be issued on the last faculty duty day of the Spring Semester and the August paycheck for faculty members will be issued on the last faculty duty day of the Summer Semester, and dual enrollment part-time faculty are paid in one payment at the end of the respective semester. Payroll information for all personnel is due in the Business Office by the twentieth of each month.

The salary for the academic year or semester may be disbursed in equal monthly payments for convenience in bookkeeping under the following conditions:

Faculty beginning employment at the time that coincides with the regular beginning of the academic year will be paid on a 9-month basis (September-May). Those electing to draw their salaries on a 9-month basis will receive their first check at the end of September and final check at the end of the last scheduled Spring Semester workday in May. Those electing to draw their salaries on a 12-month basis will receive their first check at the end of September and the last check at the end of the last scheduled Summer Semester workday in August. The decision to be paid on a nine-paycheck basis or twelve-paycheck basis must be made at the beginning of the Fall Semester and, once made, may not be revised until the succeeding academic year.

Faculty beginning or ending employment at a time which does not coincide with the regular beginning or ending of the academic year shall be paid on a daily rate basis for the actual number of working days they are on duty. Nine-month faculty employed or released during the academic year will be paid on the basis of 1/175 of the annual salary; summer faculty will be paid on the basis of 1/54 of the annual salary.

8.1.6. Holidays.

The campus of CVCC is closed for the following fifteen holidays:

1. New Year's Day
2. Martin L. King Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Veterans Day
7. Thanksgiving Day
8. Day after Thanksgiving Day
9. Christmas Eve
10. Christmas Day
11. Five other days designated by the Annual Campus Calendar

9.0 ADMINISTRATIVE SERVICES

9.1. FINANCIAL AND AMINISTRATIVE PROCEDURES AND SERVICES

9.1.1. Budget Preparation.

The fiscal operation of the College is conducted on the basis of an annual budget for the fiscal year October 1 through September 30. Each annual budget is based on the annual budget appropriations passed by the Alabama Legislature. The Business Manager is ultimately responsible for the preparation of these budgets. All College employees will assist in the preparation of the annual budget through the institutional planning process and the implementation of the following process:

1. Each employee is to complete the appropriate budget request forms, arrange requests by priority, and justify them. This information is to be submitted to the Director, Division Chair/Program Director, or respective supervisor by a specified date.
2. Budget requests must be specified and justified as outline on institutional unit plans.
3. Division Chair/Program Directors and supervisors, after receiving budget requests, are to prepare departmental budget requests and submit them to the Business Office by a specified date.
4. The Business Office will compile and submit the budget requests to the division chairs/supervisors for a final review.
5. After compiling the final requests, the Business Office will submit the proposed budget to the Cabinet for review, revisions, and final budget approval.
6. Once approved and recommended by the Cabinet, the President will sign and submit the budget to the State Board of Education for review and approval.
7. Once approved by the State Board of Education, copies of the budget will be disseminated to appropriate College employees.

9.1.2. Campus Purchasing Procedures.

CVCC employees have the use of three purchasing methods for campus purchasing.

1. Petty cash purchases. Petty cash reimbursement is to be used only for non-routine, emergency item purchasing of less than \$30.00. Petty cash reimbursements are handled by Cashiers in the Business Office and require the submission of a petty cash form ([Exhibit 9-1](#)) that has been pre-approved by the employee's Department Budget Supervisor. (The purchase of all other items should be ordered using the College's applicable requisition procedures.)

Procedures for petty cash reimbursements are:

- a. The Employee will complete a petty cash form and obtain pre-approval and signature from his/her Department Budget Supervisor.
 - b. The Employee will make the purchase and then present the completed petty cash form and an itemized receipt (not a credit card receipt) to the Business Manager for final approval, after which approval a Cashier will reimburse the Employee.
 - c. Budget center codes must be identified on the petty cash form.
2. Office paper and supply orders. CVCC has a campus purchasing system for the ordering of selected office paper and supply items. To order such items, an employee must complete an Office Supplies Requisition Form ([Exhibit 9-2](#)) and submit it to the Campus Workroom located in the Wallace Administration Building. This form is to be used for the ordering of paper and general office supplies from campus inventory. The purchases of such items will be charged to the employee's departmental budget. One copy of the completed requisition form will be sent to the supervisor/department head for budget information, and another copy will be sent to the Assistant Accountant to post the expenditure to the department's budget.

NOTE: If any approved campus purchase requisition orders contain items that are available from the Office Supply Inventory, they will be filled by Workroom staff and the items will be charged to the ordering department.

3. Campus purchasing of items exceeding \$30.00. Campus purchases of items exceeding \$30.00 must first obtain departmental and administrative approvals through the submission by the requesting employee of an on-line "Purchase Requisition Form" available at <https://services.cv.edu/cgi-bin/fslogin.mbr/login>. In order for the request to be processed, there must be available budget funds. If funds are not available, a budget adjustment or amendment must first be submitted for approval and Business Office processing. Once funds are available, the purchase requisition is forwarded to the Business Manager and appropriate supervisor. For purchases of up to \$1,000.00, requisitions require the approval of the Business Manager and Dean and/or VP. For purchases of more than \$1,000.00, the President's approval is also required. Once a purchase is approved, the request is forwarded to the Business Office, and a CVCC Purchase Order is issued and printed for distribution by the Business Office Clerk.

9.1.3. Travel.

9.1.3.1. In-State Travel Requests.

Forms for approval of in-state travel must be obtained from the Business Office. In order to process the approval and payment for an in-state business trip, a CVCC employee must submit a completed and signed In-State Employee Travel Request ([Exhibit 9-3](#)), with details of the proposed trip attached, at least two weeks in advance of the planned departure date for approval by the appropriate Dean and/or VP (and the President if the estimated cost is over \$1,000.00). Requested travel expenses must comply with an approved budget. The request must have received the

approval of the Dean and/or VP (and the President, if applicable) before departure. It is the employee's responsibility to verify all necessary approvals prior to the requested travel occurring.

For reimbursement of the costs of such a trip to be reimbursed to the employee, the employee must submit a completed and signed In-State Employee Travel Reimbursement form (Exhibit 9-4) within two weeks after the employee's return from the trip. The reimbursement form and a copy of the approved travel request form must be submitted to Accounts Payable and the appropriate Dean and/or VP for approval to pay.

Reimbursement for in-state travel shall be at the rates (for meals, lodging, and mileage) and under the conditions established by law, regulations, and guidelines for State employees. If an employee attends a meeting, and the registration fee includes the provision of meals, no meal allowance will be paid.

Prior budget approval is required for reimbursement of registration and other miscellaneous expenses. Actual itemized receipts are also required to be turned in with travel reimbursement requests to document an employee's personal payment of registration fees and other miscellaneous expenses such as parking charges, gas purchases if using a State vehicle, etc. Credit card receipts will not be considered adequate itemized documentation.

If an employee has approval for in-state travel and does not want to personally prepay a registration fee, the employee can: (1) obtain a purchase order and mail it to the vendor, if approved or (2) provide an approved purchase requisition (with approved travel request attached) to the Business Office for payment of the registration fee and state the date on which the check will need to be picked up by the employee to take to the conference to pay the registration fee. If either of these two payment methods is used, a registration receipt must be obtained by the employee and presented to Accounts Payable upon the employee's return from the trip. Otherwise, the employee will be held accountable for reimbursing to the College the amount of the check, and a deduction or deduction from the employee's paycheck will be made, if necessary.

To file an in-state travel reimbursement claim, an employee should complete, print out, and have notarized the campus formatted Excel spreadsheet ([Exhibit 9-4](#)) and submit the notarized document, along with all required receipts and other travel documentation, to Accounts Payable.

Employees are to use State vehicles for official business when a State vehicle is available. To check availability and to reserve a state car, please call the Security Office at (334) 291-4950 or email the Security Chief at keith.manual@cv.edu. Keys and gasoline charge cards for State vehicles are to be picked up at that office on the day of travel. In the event that no State vehicle is available for a given business trip, administrative approval may be requested for the use of a personal vehicle. Such approval is to be requested on the travel request form for the travel. If approval is granted, the employee will be reimbursed at the applicable State rate for mileage using the Official State of Alabama Mileage Chart.

In the event of any problem with a College vehicle, the employee encountering the problem is to notify the Security Chief. If a problem with a State vehicle occurs during travel, the employee should seek help and guidance in the following order: (1) CVCC Security Chief at (706) 325-3667; (2) Director of Facilities at (706) 325-4166; or (3) Chief Financial Officer at (706) 325-3661. You may also call the switchboard during normal business hours at (334) 291-4900.

9.1.3.2. Out-of-State Travel Requests.

In order to process the approval and payment for an out-of-state business trip, a CVCC employee must submit a completed and signed Out-of-State Employee Travel Request ([Exhibit 9-5](#)), including details of the nature of the trip, at least thirty days in advance of the planned departure date for approval by both the appropriate Dean and/or VP and the President. The request must receive approval of the Dean and/or VP (and the President before departure. Requested travel expenses must comply with an approved budget. It is the employee's responsibility to verify that all Administrative approvals have been obtained prior to the beginning of the travel.

For reimbursement of the costs of such a trip to be reimbursed to the employee, the employee must submit a completed and signed Out-of-State Employee Travel Reimbursement form (Exhibit 9-6) within two weeks after the employee's return from the trip. The reimbursement form, along with a copy of the approved travel request form and itemized receipts reflecting all expenses, must be submitted to Accounts Payable and the appropriate Dean and/or VP for approval to pay.

In certain situations requiring travel to nearby areas (within one hundred miles of the CVCC Phenix City campus) in the State of Georgia, the President has been delegated authority to approve such travel as in-state travel. Approval must be secured in advance using the College's in-state travel form, and institutional vehicles may be used provided, however, that routine travel between the CVCC Phenix City and Ft. Benning campuses will not require formal written approval.

The State Board of Education authorizes the President to approve out-of-state travel for each CVCC employee or student traveling on institution-related activities. Reimbursement shall be made in accordance with applicable state laws.

Approval of out-of-state travel for professional development activities for groups of three or more persons from a single institution, or ten or more persons from various institutions, must be approved by the State Board of Education.

Out-of-state travel is to be prepaid by the employee and then reimbursed by the College, upon all necessary approvals. Out-of-state travel reimbursement procedures are:

Meal Expenses: The College pays for reimbursement for the actual amount of necessary and reasonable meal expenses up to a maximum of \$50.00 per meal. Itemized receipts for meals are required and should include the following information: (1) the name and location of the restaurant, (2) the number of people served, (3) the date and cost of the meal, and (4) the food items that were purchased.

Credit card receipts are not acceptable documentation for reimbursement.

Employees are to use State vehicles for official business when a State vehicle is available. To check availability, the employee can contact the Chief of Security. Keys and gasoline charge cards for State vehicles are to be picked up at that office on the day of travel. In the event that no State vehicle is available for a given business trip, administrative approval may be requested for the use of a personal vehicle. Such approval is to be requested on the travel request form for the travel. If approval is granted, the employee will be reimbursed at the applicable State rate for mileage using the Official State of Alabama Mileage Chart.

In the event of any problem with a College vehicle, the employee encountering the problem is to notify the Security Office. If a problem with a State vehicle occurs during travel, the employee should seek help and guidance in the following order: (1) Campus Security at (334) 291-4950; (2) Director of Facilities at (334) 325-4166; then (3) Dean of Student Services at (334) 540-9120.

If an employee has approval for out-of-state travel and does not want to personally prepay a registration fee, the employee can: (1) request that the College prepay the registration fee (for those vendors who do not accept College purchase orders), (2) obtain a purchase order (for those vendors who will accept College purchase orders) and mail it to the vendor, if approved, or (3) provide an approved purchase requisition (with approved travel request attached) to the Business Office for payment of the registration fee and state the date on which the check will need to be picked up by the employee to take to the conference to pay the registration fee. If an employee received approval to submit a purchase order or receive a check to pay the registration fee, a registration receipt must be obtained by the employee and presented to Accounts Payable upon the employee's return from the trip. Otherwise, the employee will be held accountable for reimbursing to the College the amount of the check, and a deduction or deduction from the employee's paycheck will be made, if necessary. If the College prepays a registration fee, and the employee fails to make the trip, the employee will be responsible for reimbursing the College for the registration fee, under approval was given for another College employee to attend the event using the same registration payment.

Budget approval is required prior to a request for reimbursement of any other out-of-state business-related travel expense, including such costs as air fare, hotel expenses, car rental, long distance phone charges, parking charges, etc. Such approved expenses will be reimbursed upon the presentation of itemized receipts (not credit card receipts) that include: (1) the name and location of the vendor, (2) the number and names of persons served, (3) the date and amount of payment, and (4) a description of the service/items purchased. Personal (non-business) expenses incurred by traveling employees should not be reported on business receipts. However, in the event they do occur, they must be indicated and deducted for any receipt submitted for reimbursement.

To file an out-of-state travel reimbursement claim, an employee should complete, print out, and have notarized the campus formatted Excel spreadsheet and submit the notarized document, along with all required receipts and other travel documentation, to Accounts Payable. The travel reimbursement form can be found at <https://cv.edu/interval> under the category "Business Office Forms." Travel guidelines can also be accessed on-line.

9.1.3.3. Travel Between Work Sites-Definition of Base.

The employee's "base city" for travel purposes is defined as the location at which the majority of the employee's workload is assigned. If the employee's work is evenly divided between two locations, the President will determine the employee's base. "Base" is defined by an Attorney General's Opinion No. 88-00039 to include the city limits of the location of one's base. Thus, travel expenses (including meal allowances) are reimbursable only when the travel is outside the base city limits.

CVCC employees whose base campus is located in Phenix City should also include Columbus, Georgia and Ft. Benning as part of their "base" city. However, for business travel between and among the CVCC campuses that is required as part of an employee's duties, the employee are eligible to receive a mileage allowance from his/her home base to the destination and return, or for

miles actually traveled from the employee's home to and from the destination, whichever distance is lesser. (Attorney General's Opinion No. 86-00326.)

Personnel other are assigned a base upon initial employment. Position or responsibility changes may require a change in base assignment. Instructors are assigned a base for each semester as determined by their teaching assignment and other duties for that semester.

9.1.3.4. Reimbursement for Approved Travel.

Currently, for approved in-State travel requiring an overnight stay, the traveler shall be paid \$75 per day for each full day or fraction thereof for the duration of the travel trip. When traveling by private automobile, the current federal rate is per mile is allowed. A meal allowance of \$11.25 is allowed for a trip of from 6 to 12 hours duration. For travel in excess of twelve hours' duration, but not overnight, the traveler shall be paid one meal allowance and one-fourth of the per diem allowance the combined total of which is not to exceed \$30.00.

Reimbursement for approved out-of-state travel is at the current federal rate per mile, or the prevailing airfare, tourist class, or the less costly of the two (if both are available). Reimbursement for the amount of actual and necessary expenses, including lodging, will be in full, but it is the policy of the College for its employees to use moderately priced accommodations. Further, it is requested that meal expenses be limited to not more than \$50.00 per day. Receipts are required for all reimbursable expenditures.

Forms for reimbursement of travel expenses may be obtained from the Business Office ([Exhibit 9-4](#) and [9-6](#)). Mileage should be recorded along with the times of departure and arrival to the travel sites. Further explanation of the State and College rules, regulations, and guidelines regarding in-state and out-of-state travel may be obtained from the Business Manager. Travel reimbursement rates shall be adjusted in the event of any revisions adopted or approved by the State Board of Education or State Legislature.

Addendum

I) ALCOHOL AND DRUG ABUSE PREVENTION POLICY

Introduction

Chattahoochee Valley Community College complies with initiatives described by the Drug-Free Schools and Campuses Regulations. The College is strongly committed to providing a drug-free learning and working environment. It is the policy of CVCC that, within the first two weeks of classes each academic term, information related to compliance with the Drug-Free Schools and Campuses Regulations shall be distributed to each student at CVCC.

Standards of Conduct, Enforcement and Sanctions Chattahoochee Valley Community College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises or at any activity which it sponsors the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee or visitor. In the event of the confirmation of such prohibited possession, use or distribution by a student, Chattahoochee Valley Community College shall take such administrative or disciplinary action as is appropriate. The disciplinary action may include but shall not be limited to suspension or expulsion. If any student shall engage in any behavior prohibited by this policy which is also a violation of Federal, State or local law or ordinance, that student shall be subject to referral to law enforcement officials for arrest and prosecution.

Legal Sanctions Regarding Unlawful Use, Possession or Distribution of Alcoholic Beverages and Illicit Drugs

State Offenses

Activities which violate Alabama laws concerning illicit possession, use and distribution of alcoholic beverages or drugs include, but are not limited to, the following:

- 1) Public intoxication is punishable by up to 30 days in jail. (Code of Alabama [1975], sec. 13A-11-10).
- 1) Possession, consumption or transportation of an alcoholic beverage by a person of less than 21 years of age is punishable by fine of \$25-\$100 or a 30-day jail term. (Code, sec. 28-1-5).
- 2) Possession or distribution of an alcoholic beverage in a dry county is punishable by a fine of \$50-\$500 and, at the discretion of a judge, a jail sentence of up to six months.(Code, sec. 28-4-20, et seq).
- 3) Possession of an alcoholic beverage illegally manufactured or illegally brought into the State of Alabama is punishable by a fine of \$100-\$1,000, plus, at the discretion of a judge, a jail sentence of up to six (6) months (Code, sec. 28-1-1).
- 4) Driving or being in actual physical control of a vehicle while under the influence of alcohol or other drugs is punishable, upon first conviction, by a fine of \$250-\$1,000 and/or one year in jail plus suspension of drivers' license for 90 days. (Code, sec. 32-5A-191).
- 5) Possession of marijuana for personal use is punishable by a fine of up to \$2,000 and/or a jail sentence of up to one year (Code, sec. 13A-12-214).
- 6) Possession of marijuana for other than personal use is punishable by a fine of up to \$5,000 and a prison sentence of not more than ten years (Code, sec. 13A-12-213).
- 7) The selling, furnishing, or giving away, manufacturing, delivery, or distribution of a controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to \$10,000 and/or a prison term of not less than two years and not more than 20 years (Code, sec. 13A-12-211).

- 8) The selling, furnishing or giving by a person 18 years or older to a person under 18 years of age any controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to \$20,000 and/or a prison term of not less than ten years and up to life (Code, sec. 13A-12-215).
- 9) Possession of a controlled substance enumerated in Schedule I through V is punishable by a fine of not more than \$5,000 and/or prison term of not more than ten years (Code, sec. 13A-12-212).
- 10) Conviction for an unlawful sale of a controlled substance within a three-mile radius of an educational institution brings with it an additional penalty of five years of imprisonment with no provision for parole (Code, sec. 13A-12-250).
- 11) The use, or possession with intent to use, of drug paraphernalia is punishable by up to one year in jail and/or a fine of up to \$2,000 (Code, sec. 13A-12-260).
- 12) The sale or delivery of, or possession with the intent to sell or deliver, drug paraphernalia is punishable by not more than one year in prison and/or a fine of up to \$1,000. If the delivery or sale is to a person under 18 years of age, it is punishable by up to 20 years in prison and/or a fine of up to \$10,000 (Code, sec.13A-12-260). Penalties for subsequent violations of the above described provisions are progressively more severe than the initial convictions.

Federal Offenses

Activities which violate Federal laws concerning illicit possession, use, or distribution of alcoholic beverages and drugs include, but are not limited to, the following: (21 U.S.C. 841) makes it a crime:

- 1) to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance; or
- 2) to create, distribute, or dispense or possess with intent to distribute or dispense, or counterfeit a controlled substance. (The U.S. Code establishes, and authorizes the U.S. Attorney General to revise as needed classifications of controlled substances. The drugs are each classified in one or more of five "schedules," Schedule I being comprised essentially of "street drugs" and Schedule V being comprised of drugs with a "low potential for abuse" as compared with drugs in Schedules I-IV). Examples of Schedule I drugs are heroin and marijuana. PCP, for example, is a Class I drug. Amphetamine is a Schedule II drug, while Barbitol is a Schedule IV drug. An example of a Schedule V drug would be a prescription medication with not more than 200 mg. of codeine per 100 grams. Penalties for a first offense conviction of violating the laws described in items (1) and (2) above are:
 - a. In the case of a Schedule I or II drug which is a narcotic drug, not more than \ fifteen years in prison, a fine of not more than \$25,000, or both.
 - b. In the case of a Schedule I or II drug which is not a narcotic drug or in the case of a Schedule III drug, not more than five years in prison, a fine of not more than \$15,000, or both.
 - c. In the case of a Schedule IV drug, not more than three years in prison, a fine of not more than \$10,000, or both.
 - d. In the case of a Schedule V drug, not more than one year in prison, a fine of not more than \$5,000, or both.
 - e. Notwithstanding sub-paragraphs (1) through (4) above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one year and/or a fine of not more than \$5,000.
 - f. Notwithstanding subparagraph (1) through (4) above, the manufacture, possession, distribution or intent to manufacture, possess or distribute phenecylidine (PCP, "angel dust") is punishable by up to ten years in prison

and/or a fine of not more than \$25,000. Penalties for subsequent violations of these provisions are progressively more severe than for initial convictions.

Local Ordinances

The State of Alabama Code has been adopted locally. Any other provisions as are applicable to the Phenix City and Russell County have also been adopted.

Health Risks of Drug and Alcohol Use and Abuse

The following is a list of some of the health risks and symptoms associated with the following categories or substances. This list is not intended to be the final word on such health risks, since the scientific and medical communities will continue their research into and discoveries concerning the abusive use of drugs and alcohol.

Cannabis

- 1) Includes marijuana, hashish, hashish oil, and tetrahydrocannabinol (THC).
- 2) Regularly observed physical effects of cannabis are a substantial increase in heart rate, bloodshot eyes, a dry mouth and throat and increased appetite. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are “high.” Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana damages the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect.

Cocaine

- 1) Includes cocaine in powder form and “crack” in crystalline or pellet forms. Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause a stuffy or runny nose while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment may transmit AIDS, hepatitis, and other diseases. Preparation of free base, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures. The use of cocaine can cause death by disrupting the brain’s control of the heart and respiration.

Other Stimulants

- 1) Include amphetamines and methamphetamines (“speed”); phenmetrazine (Preludin); methylphenidate (Ritalin) and “anorectic” (appetite suppressant) drugs such as Didrex, Pre-Sate, Fastin, Profast, etc.

- 2) Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure. In addition to the physical effects, users report feeling restless, anxious and moody. Higher doses intensify the effects. Persons who use large amount of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia. These symptoms usually disappear when drug uses ceases.

Depressants

- 1) Include such drugs as barbiturates; methaqualone (Quaaludes) and tranquilizers such as Valium, Librium, Equanil, Meproamate, Xanax, etc.
- 2) The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles but somewhat larger doses can cause slurred speech, staggering gait and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

Narcotics

- 1) Include such substances as heroin, morphine, opium and codeine as well as methadone, meperidine (Demerol), hydromorphone (Dilaudin) and such drugs as Percocet, Percodan, Darvon, Talwin, Lortab, Lorcet, Anexia, etc.
- 2) Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. Users also may experience constricted pupils, watery eyes and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possibly death.
- 3) Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in disease such as AIDS, endocarditis and hepatitis. Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.

Hallucinogens

- 1) Include phencyclidine (“PCP”), lysergic acid diethylamide (“LSD”), mescaline peyote and psilocybin (mushrooms).
- 2) Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

- 3) The effects of PCP vary but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders such as depression and anxiety and violent behavior also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma and heart, lung and brain damage.
- 4) Lysergic acid (LSD) mescaline and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline or psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

Inhalants

- 1) Include such substances as nitrous oxide (“laughing gas”), amyl nitrate, butyl nitrate (found in asthma inhalants), chlorohydrocarbons (used in aerosol sprays) and hydrocarbons (found in gasoline, glue and paint thinner).
- 2) Immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays decrease heart and respiratory rates and impair judgment. Amyl and butyl nitrite (asthma inhalant) cause rapid pulse and feces. Long-term use may result in hepatitis or brain hemorrhage.
- 3) Deeply inhaling the vapors or using large amounts over a short period of time may result in disorientation, violent behavior, unconsciousness or death. High concentration of inhalants can cause suffocation by displacing oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

Designer Drugs

- 1) Designer drugs include analogs of fentanyl and analogs of meperidine (synthetic heroin), analogs of amphetamines and methamphetamines (such as “Ecstasy”) and analogs of phenacylidine.
- 2) Illegal drugs are defined in terms of their chemical formulas. Underground chemists modify the molecular structure of certain designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate.
- 3) The narcotic analogs can cause symptoms such as those seen in Parkinson’s disease—uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analog of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness. Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogs of phenacylidine cause illusions, hallucinations and impaired perceptions.

Alcohol

- 1) Ethyl alcohol, a natural substance formed by the fermentation that occurs when sugar reacts with yeast, is the major active ingredient in wine, beer and distilled spirits.
- 2) Ethyl alcohol can produce feelings of well-being, sedation and intoxication and can cause unconsciousness or death depending on how much is consumed and how fast it is consumed.
- 3) Alcohol is a “psychoactive,” or mind-altering drug, as are narcotics and tranquilizers. It can alter moods, cause changes in the body and become habit forming. Alcohol depresses the central nervous system and too much can cause slowed reactions, slurred speech and unconsciousness. Chronic use of alcohol has been associated with such diseases as alcoholism and cancers of the liver, stomach, colon, larynx, esophagus and breast. Alcohol abuse can also lead to damage to the brain, pancreas and kidneys; high blood pressure, heart attacks and strokes; hepatitis and cirrhosis of the liver; stomach and duodenal ulcers; colitis; impotence and infertility and premature aging. Abuse of alcohol has also been linked to birth defects and Fetal Alcohol Syndrome.

Where to Get Assistance

Help is available for persons who are in need of counseling or other treatment for substance abuse. Listed below are agencies and organizations which can assist persons in need of such services.

National Toll-free Hotlines & Websites

Treatment Facility Locator

1-800-662-HELP

<http://findtreatment.samsha.gov> Drug Help

<http://www.drughelp.org>

Cocaine Anonymous

<http://www.ca.org> Marijuana Anonymous

<http://www.marijuana-anonymous.org>

Narcotics Anonymous

<http://www.na.org> Alcoholics Anonymous

<http://aa.org>

Local Treatment Facilities

The treatment facilities listed below provide either alcohol (A), drug (D) or alcohol and drug (A/D) treatment on an outpatient, residential or inpatient basis. Outpatient care generally consists of counseling and other therapy on a periodic basis, such as twice a week. Inpatient services include such treatment as detoxification and short-term hospital care. Residential services include residing (generally from one to six months) at a treatment facility and participating in such therapeutic activities as lectures, group counseling, individual counseling and self-analysis. Some of the listed facilities are private and some are public. In most instances, the care offered at a public facility is less expensive than similar services offered at private facilities. However, many health and hospitalization insurance policies include coverage for substance abuse treatment. There are also situations in which private facilities are provided public funding to offer services to

eligible clients who would not otherwise be able to afford such services.

Phenix City Area Court Referral Program

1517 5th Avenue, Phenix City, AL

(334)448-4466 Agape Center

214 8th Street, Columbus, GA

(706)327-0156

Alcohol and Drug Counseling of Columbus

2901 University Avenue, Columbus, GA

(706)507-9010

Substance Abuse Day Services

4411 Rosemont Drive, Columbus, GA

(706)571-8936